

The School for Deacons

Full-Time Enrollment Agreement (2007-08)

This is an agreement for educational services to be provided by the School for Deacons to the student named below. Once this agreement is signed by the student and approved by the School for Deacons, it legally obligates both the School and the student. Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, #5000 Sacramento, CA 95814-6200 (916) 445-3427 .

Information about the school: The School for Deacons
2451 Ridge Road, #114
Berkeley, CA 94709
510.848.1723 fax: 510.666.9118
info@sfd.edu

All classes will be held on the campus of the Church Divinity School of the Pacific (Ridge Rd. in Berkeley).

Student information:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

COURSE OF INSTRUCTION FOR BACHELOR OF DIACONAL STUDIES

The School for Deacons is an educational institution of the Diocese of California under the supervision of the Bishop. The School prepares persons called to the service of the Church for ordination as deacons or lay ministers.

The diaconate, as a distinctive order, recalls to the Church (the Body of Christ) that Jesus Christ came to serve, and that the Church has a servant identity. Ordained deacons personify, sacramentalize and enable the ministry of service to which all Christians are called at baptism. The diaconate was the first order to be instituted by the Church. A deacon is instructed (in the Service for Ordination of Deacons in *The Book of Common Prayer*), to "make Christ and his redemptive love known by your word and example, . . . to interpret to the Church the needs, concerns, and hopes of the world . . . to assist the bishop and priest in public worship and in the ministration of God's Word and Sacraments."

The curriculum is designed to provide both academic foundation in biblical, historical and theological studies, specific pastoral and liturgical skills, and experience that will permit the future deacon to function effectively in both parish and social ministry. A Bachelor of Diaconal Studies or a Bachelor of Theological Studies degree is awarded upon successful completion of all requirements of a three year course of study.

The student whose signature appears below agrees to pay the tuition and fees for a course of full-time instruction at the School for Deacons. All course work will be held at 2451 Ridge Road, Berkeley, CA 94709, with the exception of Spiritual Formation Groups and Field Education Practicum which meet in a student's home area and the All School Retreat which is held at The Bishop's Ranch, Healdsburg,

CA. Full-time course work consists of a three year curriculum which includes six semesters of Spiritual Formation; three workshop electives; four semesters of Field Education Practicum; four semesters of Biblical Studies, Field Education Seminar; Three semesters of Social Ministries and Liturgical Practicum; two semesters of Christian Mythos, Homiletics, and Prayer Book Studies ; one semester of Theology, Ethics, Christian Education, Enabling and Empowering Groups, Senior Seminar, Senior Elective, and Pastoral Care, Organizing for Social Change and Counseling Skills. It also includes three All School Retreats. The total number of credit hours required for graduation is seventy-one and one-half. In addition all students are required to have completed sixty hours of general education or their equivalent before the degree will be awarded.

Classes for the Fall semester start on Aug. 25, 2007. The last day of class for the Fall Semester is Dec. 9, 2007. Spring Semester starts Jan 26, 2008, and concludes May 10, 2008.

SCHEDULE OF COSTS FOR 2007-2008

Student tuition for the 2007-2008 School year is set at \$1,850.00 per semester. Tuition includes all School services for the student *except retreat costs, special fees, and graduation fees (senior year only)*.

Full Tuition	(Per semester)	\$1850.00
Activities Fee	(Per semester)	75.00*
*Covers costs of community dinners and refreshments. Part-time students can either pay this fee or pay for food & beverages as they consume them.		
Application Fee	(nonrefundable)	25.00
Graduation Fee		*175.00
Annual All School Retreat	(nonrefundable)	180.00
Full-Time Registration Fee (per semester)	(nonrefundable)	25.00
Part-Time Registration Fee (per semester)	(nonrefundable)	25.00
Late Registration	(nonrefundable)	50.00
Individual Courses	(Per credit hour of instruction)	210.00
Audit Courses	(Per credit hour of instruction)	80.00

*Hood purchase extra - this fee includes hood rental.

The cost of books, study materials, travel, and student supplies is a personal expense of the student. Book expenses historically total about \$250 per semester for full time students. Travel costs vary according to distance.

The School for Deacons operates within the laws of the State of California as an exempt religious institution under the Private Postsecondary and Vocational Reform Act. Because it is an exempt institution, students of the School for Deacons do not have access to funds from the Student Tuition Recovery Fund.

Payment Schedule:

There are two payment plans available to students. They are:

1. **In Full** Due on the first class day of each semester. Registration and Activity Fees of \$100 are due at the first session of each semester, as well as full tuition.
2. **Monthly** Payment in five (5) installments of one-fifth of tuition (\$370.00), the first at registration, the remaining four due the first of each subsequent month. Registration and Activity Fees of \$100.00 are due at the first session of each semester.

Please check one and initial and date.

I WISH TO REMIT MY TUITION UNDER OPTION ONE - FULL TUITION. _____

I WISH TO REMIT MY TUITION UNDER OPTION TWO - FIVE INSTALLMENTS. _____

_____ INITIALS

_____ DATE

BUYER'S RIGHT TO CANCEL

This is a legally binding contract when signed and accepted. The student has the right to cancel this agreement any time before school begins. Students may also cancel this agreement and obtain a refund any time up to the end of the third class weekend. Refunds are given to students who withdraw from the School before the end of the third class weekend of the semester. Refunds are based on the official withdrawal date and the amount of tuition paid. For example, if a student has paid for the semester's tuition in full and withdraws at the end of the second weekend, a refund for 67% of the total would be returned to the student. Part-time students may drop a particular class up to the end of the third class weekend. Refunds will be made based on the official withdrawal date and the amount paid. For example, if the student has paid for a class in full and withdraws at the end of the third class weekend, a refund of 50% would be given. Any student withdrawing from The School for Deacons or dropping a class after the end of the third class weekend will receive a failing grade and tuition paid will not be refunded. Students may cancel this agreement anytime in the semester, but refunds are **not** given if the student withdraws after the third weekend. Students are expected to cancel this agreement **in writing** to the Administrator. Telephone calls or messages sent by proxy will **not** be accepted as a means of formal withdrawal from the School and cancellation of this agreement.

Rebecca A. Morehouse, Administrator
The School for Deacons
2451 Ridge Road
Berkeley, CA 94709

Tuition and Registration Fees are not due until the first class session of each semester. In the 2007-2008 academic year, these dates are: Fall: August 25, 2007 and Spring: January 26, 2008.

TOTAL SEMESTER TUITION AND FEES ARE \$1950.00.

ANNUAL TUITION AND FEES, INCLUDING MANDATORY RETREAT FEE, IS \$4080. THIS CONTRACT IS ONLY BINDING FOR THE PAYMENT OF \$1950.

Rebecca A. Morehouse, Administrator

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature: _____

Date: _____

Print name: _____