



## CPE POLICY

Issue Date: 02/11/2004

Applies to: Downtown &/or Community

Values: (Drive Innovation & Discovery, Respect People,  
Serve our Community, Value Integrity)

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### Financial

Review Date:	Change Description:
11/24/15	Stated Guidelines used. Updated fee schedule. Updated references
Revised Date:	Change Description:
2/8/2016, 3/6/16, 04/16/18, 1.7.2019	Copy Editing
1.22.2020	Update ACPE 2020 Standards
4.22.2021, 3.25.24	Copy Editing
11.13.24	Benefits updated for clarity per required program policies

Policy: Tuition for both CPE Level IA/B and Level IIA/B is set by the CPE Professional Advisory Council in consultation with the ACPE Certified Educator.

Procedure for fees, payment schedules, refunds, stipends, and benefits.

1. A one hundred-dollar (\$100.00) non-refundable deposit is required upon acceptance into the program to reserve a student's place in the program.
2. Tuition is due 30 calendar days after the first day of the unit.
3. Requests for a different tuition payment schedule will be addressed individually per student request.
4. No student evaluation or credit will be issued for the unit without full tuition payment.

**Refunds.** If a student leaves the program through mutual consent, personal choice, or by choice of the ACPE Certified Educator/Candidate in the first 30 days of the CPE unit, one-half of the tuition will be refunded if student has paid in full. No refund will be issued after thirty days from the beginning of the unit.

**Benefits.** CPE student interns are offered complimentary parking, a daily set amount to use in the hospital cafeteria and other benefits such as required books and costs of outings. Incidental costs over and above tuition will be clarified upon acceptance into the program.

**Stipends.** There are currently no stipends available unless a special grant is available.

**Rate Review.** The Professional Advisory Council regularly reviews the tuition rates and compared to other similar ACPE programs to ensure comparability.