

Certificate in Spiritual Education

APPLICATION 2020-21

Holmes Institute®
President: Kim Kaiser, Ed.D.
573 Park Point Drive
Golden, CO. 80401
kkaiser@holmesinstitute.edu

Holmes Institute®
Administrative Registrar: Dar Herfurt
573 Park Point Drive
Golden, CO. 80401
applications@holmesinstitute.edu
720-279-8992 Fax 303-526-0913

These application documents are to be sent directly to the Administrative Registrar of Holmes Institute® at applications@holmesinstitute.edu.

1. Complete all application questions, attach a recent photo, sign the application form and **submit a copy of a government-issued photo identification, either driver's license for passport page.**
2. Request official sealed transcripts of all academic work from your highest degree to be sent directly to the **Administrative Registrar at 573 Park Point Drive, Golden, CO 80401.**
3. Pay your \$75.00 application fee and \$200 program enrollment fee, for a total of \$275.00, online in accordance with the instructions emailed to you by the Administrative Registrar.
4. Request two letters of recommendation supporting your entrance into this program. They are to be completed by the writer and sent via email directly to the **Administrative Registrar at applications@holmesinstitute.edu.**
5. If you have copies of your transcripts, please attach them. This does not eliminate the requirement for Official sealed transcripts to be sent directly to the Administrative Registrar as described in item 2 above.
6. Typed autobiography (2-4 pages)
7. After the application materials are received you will be contacted about scheduling your Admissions Interview.

Please note: The entire application process must be completed prior to enrollment into Certificate in Spiritual Education courses. All application documentation is sent directly to the Administrative Registrar. Please refer to the Certificate in Spiritual Education Catalog for application deadlines.

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Name _____

Social Security # _____

Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Email _____

Date of Birth _____ Place of Birth _____

Citizenship _____

Marital Status (circle one) Single Married Divorced Committed Relationship Widowed

EDUCATIONAL BACKGROUND

Institution	Dates of Attendance	Degree/Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Official transcripts are required - see #2 on page 1.

EMPLOYMENT INFORMATION

Present Employer _____

Address _____

City _____ State _____ Zip _____

1. Please list your employment for the past ten (10) years. Please list any unemployed period and activities during that time.

2. Attach a current resume

ADDITIONAL INFORMATION

1. How do you plan to finance your education with Holmes Institute®? _____

2. Have you demonstrated financial responsibility in your life? _____

3. List any disabilities that may impact your full participation in this program. Please indicate what they are and *provide appropriate disability documentation* with this application:

4. Attach a separate typed autobiography 2- 4 pages. Tell us about your unique background, some of your important accomplishments and experiences, your interests and concerns, and your religious/spiritual path and training. Include a description of your emotional and personal growth and development, and what has led you to further your consciousness development. Please be open and candid.

Holmes Institute® Policy on Inclusiveness and Nondiscrimination

The Holmes Institute® practices inclusiveness among students, faculty, staff and administrators. The institute does not tolerate discrimination on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status in admission, access to, or treatment in, its educational programs and activities. The institute provides equal opportunity to all students. All students shall have the same fundamental rights to equal respect, due process, and fairness in academic assessments, which are based solely on factors demonstrably related to performance as, and expectations of, students. All students share equally the obligations to exercise basic standards of fairness, equity, and inquiry that should always guide education. Sexual discrimination will not be tolerated and all such situations should be reported promptly to the President of Holmes Institute®, Rev. Dr. Kim Kaiser, at kkaiser@holmesinstitute.edu. The Institute provides reasonable accommodations for disabilities diagnosed by a qualified professional. Contact the ADA Compliance Coordinator with the email ada@holmesinstitute.edu.

Applicant

Date

Holmes Institute®

Certificate in Spiritual Education

ENROLLMENT AGREEMENT 2020-21

Holmes Institute®
Centers for Spiritual Living
President: Kim Kaiser, Ed.D.
573 Park Point Drive
Golden, CO. 80401
kkaiser@holmesinstitute.edu

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- A. Student Name _____
Address _____
Phone Number _____ Email Address _____
- B. This agreement is a legally binding document when signed by the student and accepted by Holmes Institute®. Your signature on this agreement acknowledges that you have been given a reasonable time to read and understand it, and that you have been given a written statement of the refund policy including examples of how it applies and a catalog including descriptions of the courses and educational services including all material facts concerning the school and the academic course of instruction that are likely to affect your decision to enroll. Upon successful completion of the application packet and acceptance into the program you will be emailed a copy of the signed, accepted enrollment agreement. Please retain this document for your records.
- C. This agreement is for the Certificate in Spiritual Education program. A complete list of courses needed to complete this program is listed in the catalog.
- D. The student has a right to cancel this enrollment agreement and obtain a refund. You may cancel this enrollment agreement and receive a refund as specified in the Holmes Institute® catalog by submitting a written notice of the cancellation to the Administrative Registrar.
- E. If a student cancels before a course begins, he/she will receive a refund of all monies paid. In addition, the student may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition.
- F. This agreement pertains to Certificate in Spiritual Education Program. A total of 30 units are required to complete the Certificate in Spiritual Education Program.
- G. Tuition, Fees, and Expenses
The Tuition, Fees, and Expense information is attached and is part of this Enrollment Agreement. These pages are also found in the Official Catalog found on the web site: <http://www.holmesinstitute.edu>.

Students may complete this academic program in as few as two years and as many as six years. Students enroll for one term at a time, and they pay tuition for one term at a time. They may apply to enter Holmes Institute® for any of the four terms per year. To remain in good standing, a student must take at least one course in at least three of the four term in an academic year while attending the Holmes Institute®.

H. Acceptance of Transfer Credit

Holmes Institute®'s graduate curriculum is designed for in-depth study and preparation in spiritual leadership. Consideration is given to transfer credits completed within the past seven years. During the first year of study, students may request to transfer a maximum of six quarter credits that are at the graduate-level and equivalent in content and outcomes to the academic program. Transfer credit requests must include official transcripts, syllabi, or other supporting documentation of successfully completed study. Transfer credit acceptance is at the discretion of the Academic Dean. If students are unsatisfied with the transfer credit decision, they may appeal the decision in writing to the Holmes Institute® Executive Committee within 5 business days. The Executive Committee reviews the appeal within 30 days and notifies students in writing of the final decision. A copy of the appeals decision letter is placed in students' records. Consideration for transfer credits is program specific. Courses must have been taken within a 7-year period of time from the date of submission and must be submitted within one year of beginning courses. Students must provide a transcript from an accredited university, course syllabus and, if possible, any course work that was submitted to the original faculty. Each course being considered must meet or exceed the outcomes assessments for the requested Holmes Institute® course. Holmes Institute® does not transfer credits for life or work experience.

Holmes Institute® students may request transfer credits as follows:

Master's in Consciousness Studies – maximum of 6 credits (up to 2 Holmes Institute® courses)

Certificate in Spiritual Education – maximum of 3 credits (up to 1 Holmes Institute® course)

A student requesting transfer credit may obtain a transfer credit request form from the administrative registrar. This form is completed and submitted along with appropriate supporting documentation (e.g., official transcripts, course descriptions, syllabi, or other similar documents, together with payment of \$150 course evaluation fee for all courses submitted on that Transfer Credit Request form. In addition, there will be a \$100 fee each for every 3 credits granted.

I. Financial Assistance

Holmes Institute® does not participate in Title IV, institutional scholarships, institutional discounts, institutional (non-Title IV) financial assistance or payment programs.

J. Discounts

Holmes Institute® does not offer any discounts.

K. Collections

Holmes Institute® requires that course tuition be paid in full at the time of registration. Holmes Institute® does not utilize collection services.

L. Incomplete (Course Extension Policy)

The instructor's approval must be obtained prior to the end of the course to receive an incomplete in any course. The "I" must be cleared within the quarter following the end of the term. If not cleared, the grade will automatically become an "F" and the course must be repeated and full tuition paid when the course is next offered, usually the following academic year. It is the responsibility of the student to contact the instructor and remove an "I" by completing the required work. No grade change will be issued without written confirmation to the Administration Office by the instructor.

M. Student Grievances

If any student has a complaint or grievance of any kind such as grades, schedule, perceived unfairness, etc., he or she is expected to go directly to the person involved. If the situation is not resolved at the level of the instructor and student, the student is expected to go to the Distance Education Dean to explore the situation and gain resolution. If the student is still not satisfied, he or she should contact the President of Holmes Institute® in writing. The President will respond to the student within 10 business days. Students may feel free to contact the Spiritual Leader of Holmes Institute®'s parent organization, Centers for Spiritual Living.

If the student is still not satisfied that his or her grievance is handled satisfactorily he or she may contact the Distance Education Accrediting Commission at www.deac.org (select "Contact Us" and select the link in the left hand column, "Online Complaint System") DEAC, 1101 17th Street NW, Suite 808, Washington, DC 20036, 202-

234-5100 Tel, 202-332-1386 Fax; and/or the Colorado Department of Higher Education at <http://highered.colorado.gov>. Utah students may find the link to file a grievance at <https://rules.utah.gov/publicat/code/r152/r152-34a.htm#T4>. Alaska students: the program is exempt from authorization under AS 14.48 and 20 AAC 17.015 because the program is online or distance delivered and does not have a physical presence in the state.

Any complaint shall receive serious consideration and a timely response, and respect is guaranteed to anyone who may choose to lodge a complaint against Holmes Institute®.

- N. The catalog for the academic year when you enter Holmes Institute® is the catalog that contains the graduation requirements, policies and fees that you follow. Please note that book expenses are only estimated costs on this form.

There is the possibility of a reasonable increase in tuition.

Tuition and Expenses for 2020-21

One Time Entrance Expenses		
Application		\$ 75.
Program Enrollment Fee		\$200.

Distance Education Courses
10 3 unit courses at \$525 each

ESTIMATED EXPENSES OVER A THREE YEAR PROGRAM

Application		\$ 75.
Program Enrollment Fee		\$200.
First Year		
Distance (\$525)	4 – 3 units courses	\$2,100.
Second Year		
Distance (\$525)	3 – 3 units courses	\$1,575.
Third Year		
Distance (\$525)	3 – 3 units courses	\$1,575.
Senior Capstone Testing Fee		\$75.
Estimated Program Total		\$5600

- Registrations processed after the close of registration are assessed a \$50 per course late fee. The estimated cost of required textbooks for the Certificate in Spiritual Education program is \$1,061. These are estimated costs only. Travel is not included, and the cost of textbooks is subject to change.

Tuition Refund Policy for Withdrawals

Distance Education Course Refunds

Students may withdraw from the program at any time and in any manner. If a student cancels within five days of signing the enrollment agreement, he/she receives a refund of all tuition. The application and enrollment fees are nonrefundable.

To withdraw from a course, the student is to fill out and return to the Administrative Registrar a Withdrawal Request form, available in the Moodle Student Lounge. If a student decides to withdraw from a course within the first five business days after the close of the applicable registration period, the student will receive a full refund of tuition for that course. After the five business days, but before the end of the academic term, the tuition refund will be calculated as follows:

Percentage of Course Elapsed	Percentage of Course Tuition Returned to the Student*	Percentage of Course Tuition Retained by the Institution
Up to 10%	90%	10%
10% to 30%	75%	25%
30% to 50%	50%	50%
50% - 100%	0%	100%

All refunds are processed within 30 days of the withdrawal request. Example: If there are 10 lessons in a 3-credit hour distance education course and a student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$525.00 x .90 = \$472.50 to be refunded.

*The one-time program application fee (\$75) and program enrollment fee (\$200) are non-refundable.

Under certain circumstances, the entire amount of the tuition may be refundable. The reason(s) for withdrawal are supplied on the Withdrawal Request and a decision made by the student's advisor and the President or Manager of Holmes Institute.

Payment: Payment in full is due for all courses at time of registration.

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.

Applicant Signature

Date

This agreement is accepted by:

Signature of Holmes Institute® Official

Date



I, _____ have a received a copy of the Certificate in
Spiritual Education Catalog 2021-21, graduation requirements, fees and tuition. I agree to
comply with all requirements.

Signature

Date