

**POPE PAUL VI INSTITUTE**  
**CREIGHTON MODEL FertilityCare™ System**  
**ALLIED HEALTH EDUCATION PROGRAM**  
 Program Director – Thomas W. Hilgers, MD, CFCMC, CFCE

**FEE SCHEDULE & FINANCIAL POLICIES**

**2019-2020**

\*All Prices Subject to Change\*

<b>PRACTITIONER INTERN</b>	
	<b>Amount Due</b>
<b>Application Fee</b> <ul style="list-style-type: none"> <li>• Due in full at the time the application is submitted and before application can be reviewed for approval</li> </ul>	\$50.00
<b>Deposit</b> <ul style="list-style-type: none"> <li>• Due in full at time of program acceptance</li> <li>• Secures your place in the current class</li> <li>• Applied toward tuition fee</li> <li>• Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>• Covers entire 13 month program: EPI, SPI, EPII, SPII, textbooks, and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$4,560.00 (\$4,210.00 after deposit is applied)
<b>Hotel Fees</b>	See Page 6
<b>Client Teaching Materials</b> <ul style="list-style-type: none"> <li>• All client teaching material orders require Supervisor approval.</li> <li>• Estimated cost to meet program requirement</li> <li>• Due in full prior to being shipped</li> <li>• ++Shipping cost and/or taxes will be added</li> </ul>	\$450.50++

**PRACTITIONER INTERN (Cont.)**

	Amount Due
<b>On-Site Visit</b> <ul style="list-style-type: none"> <li>The room, board, and round-trip transportation for the Practitioner On-Site Visit will be the responsibility of the student.</li> </ul>	Fees Vary
<b>INSTRUCTOR INTERN</b>	
	Amount Due
<b>Application Fee</b> <ul style="list-style-type: none"> <li>Due in full at the time the application is submitted and before application can be reviewed for approval</li> </ul>	\$50.00
<b>Deposit</b> <ul style="list-style-type: none"> <li>Due in full at time of program acceptance</li> <li>Secures your place in the current class</li> <li>Applied toward tuition fee</li> <li>Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>Covers entire 6 month program: EPI, SPI, textbooks, and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$3,155.00 (\$2,805.00 after deposit is applied)
<b>Hotel Fees</b>	See Page 6
<b>Client Teaching Materials</b> <ul style="list-style-type: none"> <li>All client teaching material orders require Supervisor approval.</li> <li>Estimated cost to meet program requirement</li> <li>Due in full prior to being shipped</li> <li>++Shipping cost and/or taxes will be added</li> </ul>	\$450.50++
<b>REFRESHER COURSE FOR PREVIOUSLY TRAINED PRACTITIONERS &amp; INSTRUCTORS</b>	
	Amount Due

<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI with an approved payment plan (Payment options available, inquire with the Education Department)</li> </ul>	\$175.00 per class day (8 days at EPI, 6 days at EPII)
<b>Hotel Fees</b>	See Page 6
<b>Books</b> <ul style="list-style-type: none"> <li>• Due in full prior to being shipped</li> <li>• ++Shipping cost and/or taxes will be added</li> </ul>	Varies (Based on individual needs for current textbooks and materials)

## MEDICAL CONSULTANT INTERN

	Amount Due
<b>Application Fee</b> <ul style="list-style-type: none"> <li>• Due in full at the time the application is submitted and before application can be reviewed for approval</li> </ul>	\$50.00
<b>Deposit</b> <ul style="list-style-type: none"> <li>• Due in full at time of program acceptance</li> <li>• Secures your place in the current class</li> <li>• Applied toward tuition fee</li> <li>• Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>• Covers entire 6month program: EPI, SPI, EPII, textbooks, and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$5,505.00 (\$5,155 after deposit is applied)
<b>Hotel Fees</b>	See Page 6

## MEDICAL CONSULTANT AUDITOR

	Amount Due
<b>Application Fee</b> <ul style="list-style-type: none"> <li>• Due in full at the time the application is submitted</li> </ul>	\$50.00

## MEDICAL CONSULTANT AUDITOR (Cont.)

	Amount Due
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<b>Tuition Deposit</b> <ul style="list-style-type: none"> <li>• Due in full at time of program acceptance</li> <li>• Secures your place in the current class</li> <li>• Applied toward tuition fee</li> <li>• Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>• Covers entire 6month program: EPI, SPI, EPII, textbooks, and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$4,780.00 (\$4,430.00 after deposit is applied)
<b>Hotel Fees</b>	See Page 6

## REFRESHER COURSE FOR PREVIOUSLY TRAINED MEDICAL CONSULTANTS

	Amount Due
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI with an approved payment plan (Payment options available, inquire with the Education Department)</li> </ul>	\$175.00 per class day (8 days at EPI, 7 days at EPII)
<b>Hotel Fees</b>	See Page 6
<b>Books</b> <ul style="list-style-type: none"> <li>• Due in full prior to being shipped</li> <li>• ++Shipping cost and/or taxes will be added</li> </ul>	Varies (Based on individual needs for current textbooks and materials)

## NURSE PRACTITIONER, PHYSICIAN ASSISTANT, NURSE MIDWIFE & PHARMICIST INTERN

	Amount Due
<b>Application Fee</b> <ul style="list-style-type: none"> <li>• Due in full at the time the application is submitted and before application can be reviewed for approval</li> </ul>	\$50.00

## NURSE PRACTITIONER, PHYSICIAN ASSISTANT, NURSE MIDWIFE & PHARMICIST INTERN (Cont.)

	Amount Due
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<b>Deposit</b> <ul style="list-style-type: none"> <li>• Due in full at time of program acceptance</li> <li>• Secures your place in the current class</li> <li>• Applied toward tuition fee</li> <li>• Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>• Covers entire 13 month program: EPI, SPI, EPII, SPII, textbooks and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$8,005.00 (\$7,655.00 after deposit is applied)
<b>Hotel Fees</b>	See Page 6
<b>Client Teaching Materials</b> <ul style="list-style-type: none"> <li>• All client teaching material orders require Supervisor approval.</li> <li>• Estimated cost to meet program requirement</li> <li>• Due in full prior to being shipped</li> <li>• ++Shipping cost and/or taxes will be added</li> </ul>	\$450.50++
<b>On-Site Visit</b> <ul style="list-style-type: none"> <li>• The room, board, and round-trip transportation for the Practitioner On-Site Visit will be the responsibility of the student.</li> </ul>	Fees Vary
<b>REFRESHER COURSE FOR PREVIOUSLY TRAINED MEDICAL CONSULTANTS, NURSE PRACTITIONERS, PHYSICIAN ASSISTANTS, NURSE MIDWIVES &amp; PHARMICISTS</b>	
	<b>Amount Due</b>
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI with an approved payment plan (Payment options available, inquire with the Education Department)</li> </ul>	\$175.00 per class day (8 days at EPI, 8 days at EPII)
<b>Hotel Fees</b>	See Page 6
<b>Books</b> <ul style="list-style-type: none"> <li>• Due in full prior to being shipped</li> <li>• ++Shipping cost and/or taxes will be added</li> </ul>	Varies (Based on individual needs for current textbooks and materials)
<b>EDUCATOR INTERN</b>	
	<b>Amount Due</b>
<b>Application Fee</b> <ul style="list-style-type: none"> <li>• Due in full at the time the application is submitted and before application can be</li> </ul>	\$50.00

reviewed for approval	
<b>Deposit</b> <ul style="list-style-type: none"> <li>• Due in full at time of program acceptance</li> <li>• Secures your place in the current class</li> <li>• Applied toward tuition fee</li> <li>• Must be paid prior to the Advance Packet of books and study materials being mailed to Student (remainder of books given at EPI Registration)</li> </ul>	\$350.00
<b>Program Fee</b> <ul style="list-style-type: none"> <li>• Due on receipt of invoice or prior to admittance to EPI. (Payment options available between the time of acceptance and the start of the program, inquire with the Education Department)</li> <li>• Covers entire 13 month program: EPI, SPI, EPII, SPII, textbooks, and up to \$25 of shipping/taxes with any fees exceeding that amount to be billed to the student. (Does not cover international customs fees)</li> </ul>	\$6,050.00 (\$5,700.00 after deposit is applied)
<b>Hotel Fees</b>	See Page 6
<b>On-Site Visit</b> <ul style="list-style-type: none"> <li>• The room, board, and round-trip transportation for the Practitioner On-Site Visit will be the responsibility of the student.</li> </ul>	Fees Vary

<b>HOTEL COSTS</b>	
This fee includes sleeping room, breakfast and lunch (all days), and dinner (EPI=4, EPII=3)	
	Fee Per Night/Per Student
<b>Private Standard Room</b> <ul style="list-style-type: none"> <li>• For Students not wishing to have another student as a roommate</li> </ul>	\$156.00
<b>Shared Room</b> <ul style="list-style-type: none"> <li>• For students wishing to share the room with another student</li> <li>• For couples who are both students enrolled in any of our programs</li> <li>• This fee is per student staying in the room.</li> </ul>	\$100.00
<b>CLOSING BANQUET DINNER TICKETS FOR FAMILY MEMBERS AND THOSE NOT STAYING AT THE HOTEL</b>	

	Fee Per Meal
<b>Closing Banquet Dinner</b> <ul style="list-style-type: none"> <li>Included in the hotel fees for those staying at the hotel, but Closing Banquet Dinner tickets can be purchased for family members or those not staying at the hotel. Extra meals can be ordered on the Accommodations Form sent to the student prior to each EP.</li> </ul>	\$30.00

## PAYMENT METHODS

- Cash
- USA Personal Check, Certified Check or Money Order
- PayPal – Go to [www.PayPal.com](http://www.PayPal.com), create an account and make payment directed to [education@popepaulvi.com](mailto:education@popepaulvi.com)

## FINANCIAL RESPONSIBILITIES/POLICIES

**FP 1: DEPOSIT** – Payment of the deposit is due at the time of program acceptance. An invoice will be emailed to you at the time of program acceptance and is due upon receipt. Receipt of payment secures your seat in the class and allows you to receive your Advance Packet of Books and Study Guides that are required to prepare for Education Phase I. Email the Education Department at [eduassist@popepaulvi.com](mailto:eduassist@popepaulvi.com) or call (402)390-6600 ext. 143 with questions regarding payment.

**FP 2: PROGRAM FEES** – Payment of your Program fees are due on receipt of invoice sent immediately after your acceptance into the program. All balances **must** be paid in full no later than two weeks prior to the start of the program. Balances **may not** be carried over beyond that time. Failure to pay your program fees in full prior to two weeks of the start of the program may result in the student not being able to participate in the program at that time. Please see the Guide to Finding Funding sent with your application packet for funding ideas from past participants. Email the Education Department at [eduassist@popepaulvi.com](mailto:eduassist@popepaulvi.com) or call (402)390-6600 ext. 143 with questions regarding payment.

**FP 3: CLIENT TEACHING MATERIALS** – Client teaching materials requires Supervisor approval prior to ordering and must be paid for prior to the items being shipped. Failure to pay the account balance in full will result in not receiving your materials. Email the

Publication Department at [publications@popepaulvi.com](mailto:publications@popepaulvi.com) or call (402)505-8942 with questions regarding payment.

**FP 4: HOTEL FEES** - Payment of Hotel Fees are due on receipt of invoice sent immediately after your acceptance into the program. All balances **must** be paid in full no later than two weeks prior to the start of the program. Balances **may not** be carried over beyond that time. Failure to pay your hotel fees in full prior to your arrival will result in the student not being able to secure a room and/or participation in that Education Phase. Email the Education Department at [eduassist@popepaulvi.com](mailto:eduassist@popepaulvi.com) or call (402)390-6600 ext. 143 with questions regarding payment.

**FP 5: WITHDRAWALS BEFORE 3<sup>rd</sup> DAY OF EPI** - An Intern who withdraws from the **Pope Paul VI Institute CREIGHTON MODEL FertilityCare™ Allied Health Education Program** will receive appropriate tuition reimbursement (excluding the \$350 deposit) if the withdrawal occurs during the first three days of Education Phase I. All textbooks materials the student has received up to that point must be returned.

**FP 6: WITHDRAWALS AFTER 3<sup>rd</sup> DAY OF EPI** - An Intern who withdraws from the **Pope Paul VI Institute CREIGHTON MODEL FertilityCare™ Allied Health Education Program** after the first three days of Education Phase I will not receive reimbursement. All textbooks materials the student has received up to that point must be returned.

## **ADDITIONAL PROGRAM FINANCIAL RESPONSIBILITIES**

**FP 7: CALLS WITH SUPERVISOR** - An Intern is responsible for telephone call expenses between the student and his/her Faculty Supervisor or Educator/Supervisor Intern.

**FP 8: ON-SITE VISIT** - A Practitioner Intern is responsible for transportation and room & board expenses for their Faculty Supervisor's On-Site Visit.

**FP 9: EXTENSIONS** - A Practitioner Intern's tuition includes a 13-month stipend for their supervision. If the intern is unable to complete the program within the 13 months and an extension is needed, the intern will be charged \$200 for each three-month extension. Once the extension is filed with Pope Paul VI Institute Education Department, an invoice for \$200 will be sent to the student and is due upon receipt. **The Extension is not officially approved and continued supervision is not allowed until payment is**



received so the Supervisor can in turn be paid for the continued supervision.

**FP 10: TRANSFERS** - An Intern who wishes to transfer from the **Pope Paul VI Institute CREIGHTON MODEL FertilityCare™ Allied Health Education Program** to another **American Academy of FertilityCare™ Professionals'** accredited **CREIGHTON MODEL FertilityCare™ Education Program** may do so as long as the prerequisites for entry into the other program are met, and the student is accepted for entrance into that program. In addition:

- A. Formal application for transfer must be made.
- B. Financial arrangements will be made on an individual basis.

**FP 11: DISCONTINUATION** - If a student discontinues the Education Program, he/she may no longer teach clients. All clients need to be transferred either to another teacher within their center or to a teacher in another FCCA center along with any remaining client teaching materials.

- A. If the student is not affiliated with a teaching center, the client teaching materials should be returned to the Pope Paul VI Publications Department with a note enclosed explaining the reason for the returned items. No reimbursement will be given for the materials.

**FP 12: DISCONTINUATION WITH SCHOLARSHIP** - Any student on scholarship who discontinues or is withdrawn from the Education Program will be required to return books and materials and may be required to reimburse the scholarship fund based on the type of scholarship awarded.

**FP 14: TAX RELATED ISSUES** – The Pope Paul VI Institute does not qualify as a post-secondary educational institution and therefore will not complete forms for the student's tax purposes. Thank you letters of recognition for donations toward student fees are available upon request and may be used for tax purposes.

## **PUBLICATIONS and MATERIALS**

**PP 1: COPYRIGHTS** - All publications and materials are copyrighted.

- A. All publications and/or materials have been developed for educational use. No publications and/or materials may be duplicated without permission.
- B. Other than those materials expressly developed for client use, no publications and/or materials may be sold.

- C. Only a student currently enrolled in an AAFCP accredited Education Program or an affiliate of FCCA may purchase client materials.
- D. No client materials may be sold to a non-FCCA affiliated individual or center.
- E. Any publications and/or materials may not be published or copied without permission for media, Internet, or print presentations.
- F. Promotional publications and materials of the **CREIGHTON MODEL FertilityCare™ System** and **NaProTECHNOLOGY™** are to be used without alteration as developed by Pope Paul VI Institute.
- G. No promotional publications and/or materials may be developed without written permission.

