

**APPLICATION FOR ADMISSION
HOLOS UNIVERSITY GRADUATE SEMINARY**

Part II

Your letter describing yourself and your interest in pursuing the ThM or ThD degree is of special interest to us. We would like to learn as much about you as possible so we may fully evaluate your application.

Use the checklist at the bottom of the page to be sure that everything necessary for your application is included. Then read and sign the following statement. Send this form, along with the rest of your application and a check for \$200 U.S. (you may charge it to your Visa or Master Card).

BE SURE to enclose application fee of \$200 U.S. or an international Money Order. This is not refundable. The application fee will allow your file to remain open for one year. If you are accepted and do not enroll within that time, you must reapply for admission. Thank you.

Application Fee: \$200.00 (mark one) ___ Credit Card ___ Check ___ Money Order

The information supplied on my application is true and accurate. I give permission for Holos University to verify and confirm any aspect of the information provided on this form and on supporting materials. All work submitted to Holos University is my own, except where clearly stated to the contrary. I understand and accept that if at any time it is demonstrated that I have misrepresented myself or my work, I may be dismissed from Holos University with no refund of fees paid, and any degree(s) awarded may be rescinded. I acknowledge that this application is void after one year.

Signature _____ Date _____

CHECK LIST OF INCLUSIONS:

- All official transcripts
- A copy of certificates of completion from Professional Courses.
- A letter describing your specific interests and experience with various aspects of Body/Mind/Spirit healing, both professional and other.
- Recent Passport photograph. Two copies.
- Application fee of \$200 U.S. Master Card, Visa, or check. U.S. or international money order.
- A current Resume or Curriculum Vitae.
- Two letters of reference, one of which is from a person with direct knowledge of your academic/professional performance.

Applicant's initials _____

**Application for Admissions
Holos University Graduate Seminary**

Part III

TUITION AND ADDITIONAL EXPENSES

Holos University Graduate Seminary applies the same tuition structure to all of its programs. The cost of a student's tuition is calculated per credit hour, with a sliding scale in place to compensate students for taking full-time hours.

TUITION FEES

The tuition fee structure at Holos University Graduate Seminary provides students with the option of making six monthly payments from October through March/April through September or a lump sum payment at the beginning of each semester with a 3% reduction. Once enrolled, all students are obligated for the entire semester's tuition. All tuition and additional fee arrangements are made through the Bursar after the students have received the necessary approval through the Registrar and/or the Executive Committee.

TUITION FEE SCHEDULE FOR 2007-08

Credit Hours	Total Cost	6 Payments per Semester	Approximate Cost per Credit Hour
18	\$6360	1060	353
15	\$5724	954	382
12	\$5088	848	424
9	\$4028	671	448
6	\$2968	495	495
3	\$1908	318	636

***Tuition fees are subject to change for the Fall 2008 semester.

TUITION PAYMENT OPTIONS

All students can choose from the following two payment options:

- The tuition may be paid all at once, in which case a 3% reduction is offered to each student. The student may also wish to donate the savings to the university's endowment fund for a tax deductible donation.
- The tuition may be paid in *six monthly installments*, brought up to date at the beginning of the first semester and then kept current. (The initial payment is made in October or April.)

To remain enrolled in good standing, installment tuition payments must be paid the 7th of each month. Those who must be sent a reminder about late payments will be required to arrange for future payments to be made by Credit card or automatic bank draft. Students are returned to good standing only after making all back-payments. No services, instruction, or transcripts will be provided unless a student is in good standing.

Applicant's initials_____

It is generally more economical to enroll in as many hours as the student can successfully complete in a semester. An enrollment of twelve credit-hours is considered full-time. Enrollment in more than fifteen credit-hours is considered exceptional and requires approval by the Executive Committee.

LEAVE OF ABSENCE

Students do not incur any fees during a Leave of Absence. They must be in good standing and must have completed all Incompletes to qualify for a maximum of four semesters of Leave.

LEAVE REGISTERED

Students working on Incompletes during a Leave of Absence, which then is considered Leave Registered, must pay a \$300 per semester enrollment fee. This permits students to complete any outstanding course work, participate in other student activities, and request assistance from their instructors. Students may remain on either a Leave of Absence or a Leave Registered for a total number of four semesters.

REFUNDS

Students who withdraw or take a Leave of Absence on or before October 15 (Fall) or April 15 (Spring) will receive a refund of that month's tuition only. After October 15 (Fall) or April 15 (Spring) no refund of tuition is given, but students may take Incompletes and finish the work later.

CONTINUOUS ENROLLMENT

Once a graduate student reaches the thesis or dissertation stage, enrollment in at least three credit hours of thesis or dissertation is required each semester until all the degree requirements are fulfilled.

Special Fees: Students who have already fulfilled ALL the required credit hours for the degree (Thesis: 6 credits and Dissertation: 12 credits) and who are using continuous enrollment in order to complete the degree, pay only \$400 per credit-hour when they enroll for three credit-hours a semester.

ADDITIONAL FEES

INITIAL APPLICATION FEE

Graduate Degrees: \$200 (Non-refundable), due by October 1st (Fall) or March 1st (Spring)
Certificate Program: \$50 (Non-refundable), due by October 1st (Fall) or March 1st (Spring)

Applicant's initials _____

FEES FOR INCOMPLETES

Students who have been granted an Incomplete by their instructor have one semester to complete the course past the initial semester in which they enrolled in the class. For each subsequent semester, for which the student is granted an Incomplete, a fee of \$100 per Incomplete course will be applied.

LATE ENROLLMENT FEES

Students are expected to submit their revised Program Schedule Form (PSF) by October 8 (Fall) and April 8 (Spring). If the Registrar has not received the PSF by that deadline, a late Enrollment fee of \$250 will be charged to the student's account.

MISCELLANEOUS FEES

Graduation Attire: Cap, Gown, and Hood: \$70.00

Ordination: \$100.00 Administration Fee. Robe purchase: \$50.00. Stole Purchase: \$50.00

Certificate Fee for Graduate Students: \$50.00 per certificate for students who apply for a certificate as part of their degree program

Library Fee: \$50 (as soon as Holos University gains access to larger databases)

For additional on-site course expenses, consult specific course syllabi. For any other additional expenses, consult the section on **Policies and Procedures**.

Applicant's initials _____