

## CTP 2017-18 Foundation Phase Registration Form

### CONTACT INFORMATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ m/d/y

#### Name

First: \_\_\_\_\_ Last: \_\_\_\_\_

#### Address

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

#### Phone Number

Home: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Work: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### **RELEASE OF CONTACT INFORMATION**

In the event a Lecture or Class is cancelled due to unforeseen circumstances I authorize the release of the following contact information to the Centre reception:  Y  N

Phone No.  H / C / W E-Mail

**Please note that while undertaking the training program at CTP, no student is to enter any other psychotherapy training without the permission of the faculty.**

## Foundation

### Lecture Series – & Monthly Lecture Seminars

**\$ 2,800.00**

Prerequisite – Admission to CTP

<input type="checkbox"/>	<b>Monday Night Lecture Series Includes Saturday Lectures &amp; Monthly Lecture Seminars</b>	
	Janet & Trauma	FDN-001-PJT
	Sigmund Freud	FDN-001-SFR
	Sandor Ferenczi	FDN-001-SFI
	Carl Jung & his Psychology	FDN-001-CJP
	Hermeneutic Phenomenology	FDN-001-HP
	Heinz Kohut	FDN-001-HKSP
	Intersubjectivity	FDN-001-IS
	Daniel Stern	FDN-001-STER

The CTP Lecture series does not include individual therapy, photocopied handouts or text books. Many course reference materials and journal articles may be included with your mandatory PEPweb subscription.

Note: Lecture schedule and Lecture reading lists may be found at: CTP.net in mid July

### Psychotherapy Training Group

**\$ 4,385.00**

Prerequisite – Admission to CTP

<b>PSYCHOTHERAPY TRAINING GROUP SELECTION</b> <b>Please indicate if you will be taking Group.</b> <b>Groups meet on Tuesday, Wednesday and Thursday evenings, if you <u>cannot</u> attend on one of those evenings please indicate – attempts will be made to accommodate your requirements, however availability is determined by Group enrolment.</b>		
<input type="checkbox"/>	<b>Psychotherapy Training Group</b>	FDN-000-PTG
<input type="checkbox"/>	<b>I cannot attend: Tuesday / Wednesday / Thursday (please circle)</b>	

The psychotherapy training group includes minithons, marathons. It does not include individual therapy.

Program Registration		Course Fee	Registration
<input type="checkbox"/>	Lecture Series – Includes Saturday Lectures & Monthly Lecture Seminars	\$ 2,800	\$ _____
<input type="checkbox"/>	Psychotherapy Training Group	\$ 4,385	\$ _____
<input type="checkbox"/>	Monthly Payment Plan Administration Charge (if applicable)	\$ 25	\$ _____
<input type="checkbox"/>	PEPweb - Mandatory	\$ 150	\$ 150
<b>Total</b>			
10% Deposit Due August 1st			\$ - _____
Balance Due September 15 <sup>th</sup> (Course Total minus deposit paid)			\$ _____

**Payment Options**

<input type="checkbox"/>	Full payment
<input type="checkbox"/>	Monthly payment plan

**Tuition Checklist**

- (1) cheque for 10% Deposit dated August 1<sup>st</sup>
- (1) cheque for Balance due dated September 15<sup>th</sup>

Or

- (1) cheque for 10% Deposit dated August 1<sup>st</sup>
- (4) cheques for Balance due made up of equal payments dated:  
Sept. 15, 2017 - Oct. 15, 2017 - Nov. 15, 2017 - Dec. 15, 2017

**Note: Students requiring an alternate payment plan must make their request by email to Phil LaRose, Assistant Registrar before June 30<sup>th</sup>. Contact - [philctp@rogers.com](mailto:philctp@rogers.com)**

**Registration packages are due no later than 3pm on Friday, July 7th. If you are submitting your package after the deadline please inform Phil LaRose, Assistant Registrar. ([philctp@rogers.com](mailto:philctp@rogers.com)) A Late Registration Fee of \$45.00 made by cheque payable to CTP must accompany your submission.**

- |  |
|--|
| <input type="checkbox"/> <b>Yes I have reviewed the attached administration fee schedule, tuition and refund policy and acknowledge that the Pep Web fee, Administration fees and Course deposit fees are <u>Non-refundable</u>.</b> |
|--|

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please print

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ m/d/y

## LETTER OF UNDERSTANDING FOR ALL STUDENTS ADMITTED TO THE CTP FOUNDATION PHASE

As a student admitted to the Foundation Phase at the Centre for Training in Psychotherapy

I understand that my acceptance is conditional for three months upon beginning the foundation program in my first year and that at the end of these first three months my suitability for the program will be reviewed.

I understand that progression through the CTP program depends not only on successful completion of the requirements specified in the CTP student manual.

I understand that progression also depends upon the carefully considered judgment of the faculty that a student should advance.

I am clear that there are two crucial points at which the CTP faculty decides upon each student's aptitude and readiness to work as a therapist. These points are:

- admission to the Clinical phase (pre-supervision), and
- admission to the practice of psychotherapy under supervision

Name: \_\_\_\_\_  
Please print

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ d/m/y

## TUITION AND REFUND POLICIES

### A. Tuition Policy

As a not-for-profit educational institution CTP operates solely on the basis of student tuition revenue; there is no government subsidy or other source of income to fund the program. The tuition fee is determined by the actual operating costs (faculty payments, property rent, tax, utilities, maintenance, administration, marathons rent, etc).

Faculty members are not compensated with a salary & benefit package. Since CTP began in 1985 faculty have continued to accept a stipend, which has increased on an inflationary basis. Faculty continue to carry their administrative roles with little remuneration.

CTP does not build in an annual profit margin. For this reason, the tuition and administrative fees are increased as necessary to cover the actual cost of delivering the program, which includes the inflationary increase and for any unanticipated expense that has been incurred or is to be forecasted for the upcoming academic year.

The 2017-18 fees have been established as follows: <b><u>All costs shown are per academic year</u></b>			
PEPweb	\$150	Returned Bank Payment	\$35
Late Course Registration	\$45	4 Month Payment Plan	\$25
Each request to change post-dated payment plan	\$25	Clinical Phase application	\$140
Therapist in Training application	\$200	Request to graduate	\$200
Individual Supervision - Per session	\$80	Letter Request &/or Duplicate tax receipt	\$35
Late Phase Application	\$45	Transcript	\$80

An annual fee of \$150 must accompany the completed registration form **for all students**, including students who are not taking courses, but who wish to maintain a basic registration in the program. This is the fee for your student subscription to PEP web. It is a condition of CTP's contract with PEPweb and is a mandatory requirement.

The administration fees that CTP incurs in order to administer banking and student financial accounts will not change this year. Students can minimize these costs by ensuring their financial account is paid according to their payment plan agreement.

## **B. Refund Policy**

One of our tuition charging problems is the human tendency to change one's mind. This is understandable, but financially challenging in a school that tries to keep learning groups to effectively small numbers. If we use registration numbers to set up small groups, which are also financially viable and if a number of students change their minds in September, we are often left with four or five groupings that do not meet their costs. As some of you may know, in the past we have not cancelled such groups out of respect for the students who remain registered. We want to continue this policy of maintaining groupings wherever we can, so our refund policy is designed to make this financially possible.

### **For lectures and psychotherapy training groups:**

There are no refunds after December 15th.

Prior to December 15th, a 15% operating cost is retained plus a pro rata charge for learning meetings up to the date of withdrawal, which is subject to faculty and Registrar approval.

### **For seminars, concentrations, clinical applications and supervision seminars both September and January terms:**

A request for cancellation received by the Registrar within:

30 days of the Registration deadline will be eligible for 60% refund of tuition fees

31 to 60 days of the Registration deadline will be eligible for 30% refund of tuition fees.

There is **NO REFUND after 60 days from the Registration deadline and no rain check or deferral credit.**

Any notice of changes in registration and/or requests for refunds are to be made in writing to the Registrar. The date when such a request is received will be the date used to calculate the refund (if applicable).