

Registration Deadline:

Forms and
Payment due
August 1st

Registration Packet: Fall 2020
Hybrid, Accelerated Track
Doctor of Psychoanalysis (Psy.D.) Degree



Boston Graduate School of Psychoanalysis

- 1581 Beacon Street • Brookline, Massachusetts 02446 • www.bgsp.edu •
- Phone: (617) 277-3915 • Fax: (617) 277-0312 • Email: info@bgsp.edu •

TABLE OF CONTENTS

LETTER FROM THE PROGRAM DIRECTOR & DEAN.....	3
LETTER FROM THE REGISTRAR	4
TUITION AND FEE SCHEDULE: 2020-2021.....	6
FINANCIAL INFORMATION	7
REGISTRATION FAQs	9
OTHER STUDENT FAQs	10
DISSERTATION INFORMATION	12
FALL 2020 COURSES	14
FALL 2020 ONLINE COURSE SCHEDULE	15
FALL 2020 INTENSIVE COURSE SCHEDULE.....	15
CLASS MEETING SCHEDULE	16
Registration Checklist.....	17
Financial Form.....	17
Credit Card Payment.....	17
Health Form	17
Continuing Education.....	17

LETTER FROM THE PROGRAM DIRECTOR & DEAN

Dear BGSP student,

Welcome to the Fall Semester 2020 at BGSP.

You will become the second cohort group to attend our online blended accelerated Doctor of Psychoanalysis program. We are excited to have you join our school and bring your own ideas of theory and practice to the coursework. We will be holding a zoom orientation for you on Thursday, September 10th at 4pm to meet the administrative staff, librarian and teachers. You will receive the link to the orientation shortly before the start of the semester.

This is designed as a four semester full time program, with 2-3 courses per semester.

How many credits are our courses?

We will be running both 2 and 3 credit courses. Two credit courses will meet for 1 hour and 40 minutes, and three credit courses will meet for 2 1/2 hours.

How often do we meet?

Classes will be held on an every other week basis, except for two weekend intensives each semester. In light of Covid-19 the fall intensives will be held online. Sometime in the late Fall we will assess the safety of having in person intensives. During the intensive weekend, classes are held on Friday, Saturday, and Sunday. (Please see Class Meeting Schedule for details.) If in person, students should be prepared to arrive Thursday evening to attend Friday morning classes and will expect to depart Sunday evening.

Students are expected to attend all classes. Two excused absences per course may be granted by the instructor for extenuating circumstances. We highly recommend you save this for emergency situations since two is the maximum number of absences allowed. Please note: A student who misses an intensive weekend misses three classes and therefore doesn't receive credit for the course.

If there are any further questions, please feel free to contact Dr. Solomon, the Program Director. You can reach Dr. Solomon at 617-620-5084.

We look forward to seeing you in September.

Regards,

Jill Solomon, Psy.D.
Program Director

Lynn Perlman, Ph.D.
Dean of Graduate Studies

LETTER FROM THE REGISTRAR

Dear Students,

Welcome to BGSP! We are very excited to have you join us for the Fall 2020 semester. Any questions regarding grades, transcripts, class scheduling, and the registration process in general may be directed to me.

Please log in to the EMPOWER student information system to register for courses. Here is the link to log in to EMPOWER: <https://bgsp.empower-xl.com/fusebox.cfm>. It can also be found at the top right corner on the BGSP website. Once you log in, click on the "Student Records" tab then look under the sub-heading "Course Tools", and click "Course Registration".

- The first screen will ask you to choose a **catalog**. Choose "2020-21 Catalog".
- The second screen will ask you to choose a **term**. Choose "Boston Fall 2020" and click "Register".
- The next screen will ask you to verify your **contact information** by clicking "Review your data".
 - o A new window will pop up with your name, address, and phone numbers.
 - o There is a space for you to report your race/ethnicity information. While this information helps BGSP comply with federal reporting requirements, this field is completely OPTIONAL.
 - o If you need to make changes to either your contact information or race/ethnicity information, click the "Update" button and make the appropriate changes.
 - If the information is correct, click the "I am Finished - Submit" button. This will bring you to the registration screen.

Online course selection will proceed as follows:

1. The first screen will show that you have No Enrollments and No Pending Registration. Click the "**Add Courses**" button located above "Dept".
2. The next screen will give you a series of filter options. Filter by **Department** by clicking on the dropdown button in this box and select "Accelerated-Hybrid program – PTH. Click the "**Search**" button.
3. On the next screen you will see the courses being offered in the Fall 2020 semester for the Accelerated/Hybrid Doctoral program. The Detail button to the right of each course will give the course description.
4. To elect courses, **click the little box** to the left of the courses. Then, **click the Register button** found at the top or bottom of the course list.
 - **IMPORTANT:** After you click the Register button, you will come to a screen that says "0 Successful Registrations" and "X Pending registrations". **All courses will automatically be entered as "Pending"**.
5. Click the Detail button to see a list of your pending registrations. From this screen, you may **print the list of your course selections to paper or to a PDF document**. Use the internet

browser print button, or Control/P on your keyboard. Change the “Destination” option from your printer to “Save as PDF” if you wish to save this as a document.

6. To see your tuition and fees charges for the term and make payment online:
 - Click on the “Financials” tab at the top of the page, then, under the “Student Billing” heading, choose “**Estimated Tuition Worksheet**”. This report will tell you what the estimated term charges will be based on the course selections you made.
 - If you wish to make your **payment online**, you may do so **from this screen**.
 - o Click on the dropdown box next to “Payment Type” to select either Credit Card or Electronic Check. A non-refundable convenience fee up to 2.75% on the total transaction will be assessed by your credit card company for credit card payments. There is no fee to pay by electronic check.
 - o Click the “Submit” button at the bottom of the screen and then follow the prompts to complete your online payment. Please notify me if you have paid online when you submit your registration forms.

Dr. Solomon will be available to help you select courses for the semester. Please feel free to contact her at jsolomon.psyad@gmail.com or 617-620-5084.

Ms. Vera Ng, Technical Assistant, is here to help you with any technical issues related to your classes. Please feel free to contact her at verang@verizon.net.

A registration checklist has been provided at the end of this packet for your convenience so you don't forget any of the materials.

All registration materials and payment arrangements are **due by the registration deadline, August 1st**. I will complete your registration once payments, financial aid applications, or payment plans have been submitted by that date. Your registration materials and payments may also be mailed to:

BGSP
Attn: Registrar
1581 Beacon Street
Brookline, MA 02446

Students who register after August 1st will pay a late fee of \$100.

If you have any questions while preparing for the upcoming semester, please feel free to contact me at (617) 277-3915 x20 or kaelid@bgsp.edu. I am available Tuesday through Friday, 7am to 5pm.

Best wishes for a great semester,

Dianne Kaeli
Registrar

TUITION AND FEE SCHEDULE: 2020-2021

Program Tuition and Fees:

Tuition for Courses per Credit.....	\$830
Tuition for Directed Research per Credit.....	\$830

Administrative Fees:

Registration Fee per semester.....	\$100
Curriculum Support Fee per semester.....	\$360
Student Association Fee per semester.....	\$25
Technology Fee per semester.....	\$500
Extended Payment Plan Fee.....	\$75
Late Registration/Payment Fee.....	\$100
Returned Check Fee.....	\$25
Graduation Fee.....	\$100
Continuing Education Credit Fee.....	\$40/course

A non-refundable convenience fee of up to 2.75% will be assessed by your credit card company for credit card payments.

Refund Schedule

Approved drop in writing before first class meeting	100%
Approved drop in writing before second class meeting	75%
Approved drop in writing before third class meeting	50%
Approved drop in writing before fourth class meeting	20%
Drop on or after fifth class	No refund

Some fees are non-refundable.

FINANCIAL INFORMATION

Good Financial Standing

Students are required to submit either a complete student loan application or a satisfactory tuition payment in order to be admitted to class. Tuition can be paid by personal check, the extended payment plan or in full by credit card (Visa, Mastercard, Discover, or American Express). A non-refundable charge of up to 2.75% will be assessed by your credit card company for credit card payments. Students not applying for student loans or whose student loan application is incomplete should make payments in full in order to remain in good financial standing. Students whose extended payment plan payments are not honored may lose their good financial standing.

Students who are not in good financial standing are not permitted to attend class until the situation is rectified. These absences may be counted as unexcused absences by the instructors. All students with outstanding balances at the end of the semester will be assessed a 1% per month financial charge until the balance is cleared. Additionally, the Boston Graduate School of Psychoanalysis may withhold diplomas, degrees, transcripts and other official notice of work done at the School from students who are not in good financial standing. A student may not withdraw in good standing or graduate until all obligations to the school are paid in full.

Extended Payment Plan

Under this plan, the full tuition may be equally divided into five payments according to the extended payment plan contract. The first installment is due by the registration deadline. The next four payments are due on the 15th of the subsequent months. The application for the extended payment plan is provided with the registration materials and is submitted with the registration form. The student submits five post-dated checks representing the five calculated payments. There is a \$75.00 fee for this service, paid at the time of registration. The first payment is due with registration.

Federal Student Loans

Graduate students may apply for Federal Student Loans through the William D. Ford Direct Loan Program. Inquiries may be directed to the Director of Financial Aid, Ms. Stephanie Woolbert, by phone 617-277-3915 or email financialaid@bgsp.edu

To apply for a Federal Direct Loan, students are required to complete a FAFSA, entrance counseling, sign a Master Promissory Note and if necessary complete the Non-Tax Filer Worksheet.

All forms and links to relevant websites are available at:

<https://bgsp.edu/admissions-and-financial-aid/financial-aid/how-to-apply/>

Students may apply for loans in the Direct Unsubsidized Loan Program and/or the Direct Grad PLUS Loan Program. It is recommended that students exhaust their Direct Unsubsidized Loan eligibility before borrowing in the Direct Grad PLUS Loan Program.

Eligibility Requirements

- U.S. citizen or eligible non-citizen (i.e. non-resident alien, citizen of a U.S. Territory)
- Enrolled in an eligible program. (The Accelerated Doctoral program is an eligible program)
- Registered at least half-time (4+ credits). Students that have completed all coursework and are working on their dissertation are considered half time if they register for at least 3 credits of

Financial Aid Application Checklist:

- ✓ 2020-2021 FAFSA
 - ✓ Master Promissory Note
 - ✓ Entrance counseling*
 - ✓ Non-Tax Filer Statement*
- *if applicable*

directed research each semester. For financial aid purposes only, there is a semester limit for research only status of 6 semesters for Doctoral students (actual time to finish paper may be longer or shorter).

- Satisfactory Academic Progress: Students are required to make Satisfactory Academic Progress in their program of study. To achieve this, students must be in good academic standing, meaning they are progressing through the program, earning passing grades and making up any incomplete grades by the deadline. Students are considered to have fallen out of good academic standing if they are not progressing at the minimum completion pace of 67% or if they are placed on probation. For information about the criteria for probation, please refer to the Student Handbook. Students that do not meet this requirement are not eligible to receive federal aid and may go into repayment until they regain good standing.
- Completing the program within the financial aid time limit: Students are required to complete the program within 1½ times the published program length.
- Withdrawal from the program may affect loan eligibility. The Federal Student Loan law requires that a student who withdraws from school payback unearned loan funds to their lender. The amount is prorated based on the withdrawal date. If the student fails to officially withdraw in writing, the last date of attendance will be their official withdrawal date. Please note that BGSP's withdrawal/refund policy differs from Financial Aid rules, and the student may end up owing a balance to the school.

Direct Unsubsidized Loan Program (4.3% fixed interest rate)

- Annual limit of \$20,500.00 unsubsidized (the student pays all the interest; payments may be deferred while in school) Aggregate loan limit is \$138,500.00 for graduate students.
- You may pay interest-only while in school (to avoid compounded interest) or make a payment at any time without penalty.
- You may defer repayment until 6 months after graduation (or last date of half-time or more enrollment).

Direct Grad PLUS Loan Program (5.3% fixed interest rate)

- Does not affect your aggregate loan limit.
- You may pay interest-only while in school or make a payment at any time without penalty.
- Goes into immediate repayment unless the student defers repayment until after graduation.
- Additional Eligibility Information: A credit check is required, and only credit-worthy students will be approved. Students may have a US citizen co-sign the loan.

Important!

Student loan borrowers are required to notify both the Director of Financial Aid and their servicer, the US Department of Education, of any status or address changes.

REGISTRATION FAQs

Who may register? What may I register for?

Students in the online blended accelerated Psya.D. program consult with their advisor regarding courses.

How can I request a Leave of Absence?

Important!

Request a leave of absence before registration. If you are on financial aid, speak with the coordinator of financial aid

To request a leave of absence, students first consult with their advisor, and then are required to submit a written request to the Dean each semester of the leave. Students considering a leave of absence submit a letter with the \$100 fee before the registration deadline. Students then meet with the Dean to obtain an approved leave of absence. A student maintaining matriculation on an approved leave of absence pays a registration fee and receives a mailbox at the School upon request. Prior to taking a leave of absence, students on financial aid speak with the Director of Financial Aid about repayment of their loans. Please consult your advisor for details.

How can I add or drop a class?

To add or drop a course, submit the Add/Drop form to the registrar before the second class meeting with your advisor's signature. If the form is received after the second class meeting, the instructor's signature is required and withdraw (W) is listed on the transcript. Absence from class does not constitute a drop. See the refund policy in "Tuition and Fees" for information about refunds.

How can I get Continuing Education Units for my courses?

Students who wish to receive Continuing Education units or Professional Development Points for this semester's courses submit a Continuing Education Request Form with payment to cover administrative costs. This form with payment is due at registration. The fee is \$40 per course. The form and fee are due at registration. At the end of the semester, a continuing education certificate is issued after completion of the course and the appropriate evaluation form. Evaluation forms are distributed on the last day of class or may be picked up in the administrative office.

Credits are available in the following areas:

When is the CE Request Form due?
At registration

- **Mental Health Counseling** - Boston Graduate School of Psychoanalysis (BGSP) is an NBCC Approved Continuing Education Provider, ACEP No. 5676. The ACEP solely is responsible for this program, including the awarding of NBCC credit.
- **Psychoanalysis** - Licensed psychoanalysts may request certificates of attendance to document continuing education.
- **Social Work** - The National Association of Social Workers has granted continuing education credit for past and present courses, workshops and conferences.

OTHER STUDENT FAQs

What is the school's attendance policy?

Students are expected to attend all classes. Two excused absences per course may be granted by the instructor for extenuating circumstances. We highly recommend you save this for emergency situations since two is the maximum number of absences allowed. More than two absences result in a grade of No Credit. This is a school wide policy based on the importance of attendance in the experience of process teaching. Students considering an absence talk with the instructor in advance of the planned absence. If the absence is approved, students fill out an excused absence form and submit it to the instructor for proper record-keeping. Excused absence forms are available in the forms box outside the school office and on the website under Current Students. Please note: A student who misses an intensive weekend misses three classes and therefore doesn't receive credit for the course.

Where can I find information about school policies?

The Student Handbook has a complete listing of policies and procedures. Handbooks are distributed during the fall semester via email. You may also access the Student Handbook on the BGSP website under the "Current Students" tab, listed under "Forms and Handbooks". Upon request, they are available throughout the year from the Administrative Office.

How can I get my readings?

Most class readings for the semester will be available online via the Library Services link on the BGSP website (<http://www.bgsp.edu/library/>). Please make sure to attend the school's New Student Orientation where you will meet Amy Cohen-Rose, the librarian, get an overview of the library services. You will get your secure passwords needed to access the online readings once your registration is complete.

How can I contact faculty and students?

Student and Faculty Directories are available online when you log in to the Empower student information system. Click the "Settings and Searches" tab and "Directory". In the Last Name box enter at least the first two letters of the person's last name. The Student Directory contains your name, address, telephone number, and email address. If you do not want this information published, please write a letter stating your request and send it to Ms. Kaeli, the Registrar. The request must be made every semester.

Are there any student groups?

The Student Association is a community of students at the BGSP. The Association brings students together in the interest of working with student needs and concerns. This has taken a variety of forms including: establishing a student office with a phone, maintaining the student lounge, organizing student meetings, and organizing parties such as the annual holiday party. The Association also serves as a conduit of information between students and the administration. As the school evolves, the Association is considering new structures that better include all groups of students.

The Student Association fee is \$25 each semester. These funds provide the association with an independent budget, some of which goes toward the above-mentioned activities.

I'm graduating! What do I need to do?

If you are planning to finish your program this semester, please note that the Application to Graduate and fee need to be submitted when you finish your dissertation. Applications are available online and from the Registrar's office. The School also requires three hard-bound copies of your final paper.

DISSERTATION INFORMATION

Getting approval to begin research

1. At any time, the student may submit a 3-5 page statement to the Research Committee (this may be given to Dr. Snyder or Dr. Soldz) indicating an area of research interest and a research question.
2. If the student has presented a researchable topic, the committee will advise the student that he/she may begin the project.

Once the topic is approved

Students develop an original dissertation question when ready, usually over the course of the first semester. The student presents a brief prospectus or concept paper to the Research Committee for initial discussion and approval of the research question, rationale, and method. The Research Committee assists the student in selecting readers to advise the student in the development of the dissertation proposal. Over the course of the dissertation research, the student works with three readers, one of whom might be an outside reader, with prior approval from the Research Committee. When the proposal is fully developed, it is approved by the student's research committee, and the student undertakes the data collection, analysis, and writing of the findings and discussion. Doctoral dissertation projects may be single case studies, multiple case studies, theoretical studies, or studies applying psychoanalytic theory or technique to other kinds of observations and data, e.g., in the educational setting, literary works, group functioning, psychoanalytic training.

When the dissertation is complete and meets the readers' approval, the student schedules the dissertation defense with her/his dissertation committee in conjunction with the Research Committee. The doctoral candidate orally presents the dissertation research to the readers, the Research Committee, and the doctoral program faculty. All doctoral program faculty members are given the opportunity to read the dissertation prior to the defense and vote on whether the research meets doctoral standards.

How many readers do I need?

In the beginning most students work with one reader. As the proposal is developed, the student adds a second reader. Students also add a third reader when ready. The proposal should be approved before data collection commences.

Important!

Students register with each reader

How do I register for a reader?

Students working on a dissertation register for Directed Research:

Half Credit: \$415: 1 ½ hour meeting time, 1 ½ hour reading time or a total of 3 hours

One Credit: \$830: 3 hours meeting time, 3 hours reading time or a total of 6 hours

Two Credits: \$1660: 6 hours meeting time, 6 hours reading time or a total of 12 hours

Three Credits: \$2490: 9 hours meeting time, 9 hours reading time or a total of 18 hours

Need more hours?

When more hours are needed, the student submits an Add Form with the reader's name, obtains the academic advisor's signature and submits the form with payment to the registrar. Students may register for additional hours at any time throughout the semester.

What if I don't use all of my hours during the semester?

Unused hours do not carry over to the next semester. Students that are unsure how many credits to register for may choose to register for one credit initially and add credits as needed.

FALL 2020 COURSES

PTH 172 Research Methods in Psychoanalysis (3 credits)

Online Schedule: Friday 1:00-3:30pm

Faculty: Dr. Stephen Soldz

Online Meetings: Sep. 25, Oct. 9 & 23, Nov. 20, Dec. 4 & 18, Jan. 8 & 15

Intensive Schedule: Friday, Saturday, & Sunday 9:30-11:10AM

Intensive Meetings: Sep. 11, 12, 13 & Nov. 6, 7, 8

This course introduces students to the essential logic of research and selected psychoanalytic research methods that have gained general acceptance in the field. It explores advantages, disadvantages, limitations, sources of error, and bias associated with various research methods. The course examines what is basic to psychoanalytic inquiry in the areas of study design, data collection and processing. Students become familiar with methodological issues involved in designing research studies as well as problems specific to collecting and processing psychoanalytic data. Student will also begin thinking about topics and methods for their dissertations.

PTH 2630 Comparative Case Seminar (3 credits)

Online Schedule: Monday 11am-1:30pm

Faculty: Dr. Frances Bigda-Peyton

Online Meetings: Sep. 21, Oct. 5 & 19, Nov. 16 & 30, Dec. 14, Jan. 4 & 11

Intensive Schedule: Friday, Saturday, & Sunday: 3:00-5:00PM

Intensive Meetings: Sep. 11, 12, 13 & Nov. 6, 7, 8

This course introduces psychoanalytic concepts to enhance students' understanding of psychodynamic couples therapy. The course is intended to be practice oriented as well, focusing on assessment, unique aspects of the triangular transference, sexual issues and the treatment of challenging couples problems.

PTH 2631 Advanced Clinical Seminar on Early Mental States (2 credits)

Online Schedule: Monday 9-10:40AM

Faculty: Dr. John Madonna

Online Meetings: Sep. 21, Oct. 5 & 19, Nov. 16 & 30, Dec. 14, Jan. 4 & 11

Intensive Schedule: Friday, Saturday, & Sunday 1:00-2:40PM

Intensive Meetings: Sep. 11, 12, 13 & Nov. 6, 7, 8

This course examines psychopathology of severely regressed states from the perspective of the modern school of psychoanalytic theory and case study. Psychiatric understanding of etiology and function is contrasted with and augmented by the psychodynamic understanding of symptoms, core conflicts, and characteristic defenses in psychotic, affective, and somatic disorders. Implications for diagnosis and treatment are discussed.

FALL 2020 ONLINE COURSE SCHEDULE

Monday

Time	Course	Faculty	Credits
9-10:40am	PT 2631 Advanced Clinical Seminar on Early Mental States	Madonna	2
11am-1:30pm	PT 2630 Comparative Case Seminar	Bigda-Peyton	3

Friday

Time	Course	Faculty	Credits
1-3:30pm	PT 172 Research Methods in Psychoanalysis	Soldz	3

FALL 2020 INTENSIVE COURSE SCHEDULE

Friday, Saturday, & Sunday

Time	Course	Faculty	Room	Credits
9:30-11:10am	PT 172 Research Methods in Psychoanalysis	Soldz	TBD	3
1-2:40pm	PT 2631 Advanced Clinical Seminar on Early Mental States	Madonna	TBD	2
3-5pm	PT 2630 Comparative Case Seminar	Bigda-Peyton	TBD	3

CLASS MEETING SCHEDULE

Fall 2020	
Class Meeting #	Date
Class 1*	Sept. 11
Class 2*	Sept. 12
Class 3*	Sept. 13
Class 4	Sept. 21 & 25
Class 5	Oct. 5 & 9
Class 6	Oct. 19 & 23
Class 7*	Nov. 6
Class 8*	Nov. 7
Class 9*	Nov. 8
Class 10	Nov. 16 & 20
Class 11	Nov. 30 & Dec. 4
Class 12	Dec. 14 & 18
Class 13	Jan. 4 & 8
Class 14**	Jan. 11 & 15

*Intensive weekend

**Out of sequence meeting

Administrative Office Hours:

Monday – Friday: 9am – 5pm

Building and Library Hours

Monday – Friday: 9am – 9pm

Saturday: 9am – 2pm

Administrative Office Holidays:

Fall Semester:

- Monday, September 7th
(Labor Day)
- Monday, October 12th
(Columbus Day)
- Wednesday, November 11th
(Veteran’s Day)
- Thursday, November 26th
(Thanksgiving)
- Friday, November 27th
(Day after Thanksgiving)
- Monday, December 21st
through Friday, January 1st
(Christmas-New Year Break)
- Monday, January 18th *(Martin Luther King Jr. Day)*

Spring Semester:

- Monday, February 15th
(President’s Day)
- Monday, April 19th
(Patriot’s Day)
- Monday, May 31st
(Memorial Day)

Summer Semester:

- Monday, July 5th
(Independence Day Observed)

- Online Registration:** Once a student selects courses online, he/she prints the list of pending courses using the internet browser print button for their records. The student notifies the registrar.
- Payment:** Registration is processed once students have paid all their fees in full, filled out an extended payment contract, or completed the paperwork for financial aid. Students who are participating in the extended payment plan are required to submit the financial form and submit post-dated checks. A credit card payment form is available for students who wish to pay by credit card.
- Health Form:** filled out by all degree program students once a year.
 - **Insurance waiver:** All full time students are required to submit evidence of insurance. Students located in Massachusetts may sign up through the Massachusetts Health Connector during the next open enrollment period, or if they've experienced a qualifying event: <https://www.mahealthconnector.org/>.
Note: Free care offered by participating hospitals is not a valid insurance program.
 - **Immunization documentation:** Massachusetts state law requires that all full time and part time students submit evidence of the following:
 - 2 doses of MMR (measles, mumps, rubella) or proof of immunity
 - Tetanus or Tdap shot received in 2011 or later
 - 3 doses of hepatitis B vaccine or proof of immunity
 - 2 doses of Varicella (chicken pox) vaccine or proof of history/immunityAny student who has not submitted documentation of immunization is required to do so with their registration materials. Alternative acceptable documentation is as follows:
 - A note from a physician indicating dates of immunization
 - A laboratory report showing serologic proof of immunity
 - **Emergency Contact Information:** Submit contact information for the person you would like the school to contact in the event of an emergency.

Financial Form

Boston Graduate School of Psychoanalysis

• 1581 Beacon Street • Brookline, Massachusetts 02446 •
• Phone: (617) 277-3915 • Fax: (617) 277-0312 •

Date: _____

Last Name: _____ First Name: _____

Program: Accelerated Psya.D.

Extended Payment Plan Contract: Checks Only

Payment Number	Payment Due (All Payments due on the 15 th)	Check Number	Amount
1	August 1, 2020		
2	September 15, 2020		
3	October 15, 2020		
4	November 15, 2020		
5	December 15, 2020		
Total			

Post-date and submit all checks with registration.

By signing below, I agree to the terms and conditions of the Extended Payment Plan.

Signature: _____ Date: _____

Finance Approval: _____ Date: _____

Credit Card Payment

Boston Graduate School of Psychoanalysis

• 1581 Beacon Street • Brookline, Massachusetts 02446 •
• Phone: (617) 277-3915 • Fax: (617) 277-0312 •

Credit Card Payments Are Accepted for Tuition Being Paid in Full

Student Name: _____

Program: Accelerated Psya. D

Card Holder Name (if different): _____

Card Holder Address: _____

Amount*: \$ _____

Office Use Only Authorization Code: _____ Date: _____ By: _____

Card Holder Signature: _____

Date: _____

*Some credit card companies have security policies that do not process large transactions, such as tuition payments, unless they have been previously notified by the cardholder that (s)he wishes to make such a payment.

A non-refundable convenience fee of up to 2.75% will be charged by your credit card company for credit card payments.

.....

Credit Card Type (circle one) VISA MASTERCARD DISCOVER AMEX

Card Number: _____

Expiration Date: _____

Verification Identification Number (VIN): _____

(Last 3 digits on BACK of card)

Insurance

Students registered for 75% or more of the full-time curriculum are required to enroll in a qualified health insurance program per the Commonwealth of Massachusetts.

Check one:

_____ I certify that I am enrolled in a qualified health insurance plan as indicated below, which will be in force for the entire academic year. **Please enclose a copy of your insurance card.**

_____ I am enrolled in less than 75% of a full-time curriculum and am not required to participate in the health insurance requirements.

Student Name _____

Name of Insurance Company _____

Subscriber Name _____

Policy # _____

➔ Student Signature _____ Date _____

Immunizations

Check one:

_____ Enclosed is a copy of my immunization records.

_____ I have already submitted immunization documentation

Emergency Contact Information

In the event of an emergency, please contact:

Name of Emergency Contact: _____

Relation of Emergency Contact to Student: _____

Phone Number of Emergency Contact: _____

Registrar's signature (*required*) _____

Please Note: This form is due at the time of registration

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Office Phone: _____

Email: _____ Fax: _____

Highest Degree: _____

Note: In adherence with licensing regulations and school policy, no more than two excused absences are permitted for students who wish to receive C.E. credits.

Credit Information

Semester _____ Year _____

In what field would you like C.E. credits? _____ Social Work (\$40/course)
 _____ Mental Health Counselor (\$40/course)

Courses for which you would like CE credit

Course	Day & Time	Instructor	CE Fees	Office Use Only		
				Paid	Eval.	Certificate

TOTAL DUE	\$
------------------	-----------

Signature _____ Date _____

Submit this form and payment with your registration.