

Registration and
Payment
Deadline:
January 11th

Registration Packet: Spring 2021
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 •

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LETTER FROM THE PROGRAM DIRECTOR & DEAN

Dear BGSP student,

Welcome to the Spring Semester 2021 at BGSP.

Our online blended accelerated Doctor of Psychoanalysis program 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 ½ hours.

How often do we meet?

Classes will be held on an every other week basis, with one out of sequence week, March 15 – 19. That means that you will meet 3 weeks in a row in the first 2 weeks of March. In addition, there are two weekend intensives each semester. In light of Covid-19 the spring intensives will be held online. During the intensive weekend, classes are held on Friday, Saturday, and Sunday, with the exception of Dr. Goodwin's class, PTH 181. This class will meet on the Monday prior to the intensive weekends instead of on Friday. (Please see Class Meeting Schedule for details.) 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 February.

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 Spring 2021 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 on the BGSP website bgsp.edu. Bring your cursor up to the word “Students” toward the top of the page and click on “Empower”. Once you login, make sure the term is set to 2021SP – Boston Spring 2021. Then click on the “Student Records” tab then look under the sub-heading “Course Tools”, and click “Course Registration”.

- The first screen may ask you to choose a **catalog**. Choose “2020-21 Catalog”.
- The second screen will ask you to choose a **term window**. Choose “Spring Term Window - Boston” by clicking on “Continue” under that title.
- The next screen will ask you to “**Review Your Emergency Health Information**”
 - o **All** students are required to provide an emergency contact. Review the information and edit it if necessary.
 - o Students enrolling in a full-time course of study, i.e. 3 or more academic courses, are required to provide health insurance information. Please complete this portion of the form if you are enrolling in a full-time program of study. If you have not done so already, please submit a copy of your insurance card (back and front sides) to the Registrar.
- If you made changes, click “Submit.”
- Click on “I am finished – Go back to Registration process”
- 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 in the Demographics section of the form. While this information helps BGSP comply with federal reporting requirements, this field is completely OPTIONAL.
 - o Also in the Demographics section, you will find your **Planned Practice Location**. To start, this contains your home state (or, if your current home state is not in the U.S., it will be OTHER). **Change this information to the state in which you intend to practice upon graduation**. It will be used to notify students of whether their degree will lead to licensure in that state.
 - o If you need to make changes to either your contact, race/ethnicity, or planned practice state 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.

Registration for courses 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 - PTH for

for the Hybrid, Accelerated Psya.D. program. Click the “**Search**” button.

3. On the next screen you will see the courses being offered in the Spring 2021 semester. 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.
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 a PDF document or your printer**. 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 prefer an electronic copy.
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.
7. Submit payment to the registrar by the **registration deadline, January 11th**. **You will be charged a \$100 late fee if your registration is not complete by January 11th**.

Dr. Solomon is available to help you with questions about course offerings for the semester. Please feel free to contact her at jsolomon.psyad@gmail.com or 617-620-5084.

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

Course selections and payment arrangements are **due by the registration deadline, January 11th**. I will be able to register students who have made payments or have approved financial aid applications or payment plans and have submitted their course selections by that date.

If you do not submit payment online, you may mail a check, payable to BGSP, Credit Card form, or extended payment plan form with post-dated checks to:

BGSP
Attn: Registrar
1581 Beacon Street
Brookline, MA 02446

Students who complete registration after January 11th 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. My office hours are Tuesday through Friday, 7am to 5pm.

Best wishes for a great semester,

Dianne Kaeli
Registrar

TUITION AND FEE SCHEDULE: 2019-2020

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

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 financial aid or whose financial aid 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 4 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

Students may apply for loans through the William D. Ford Direct Loan program. 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:

<http://www.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. All regular degree programs at BGSP are eligible.
- Registered at least half-time (4+ credits, 6+ credits varies by program). Students that have completed all coursework and are working on their final paper are considered half time if they register for at least 3 credits of directed research. For financial aid purposes only, there is a semester limit for research only status, 3 semesters for Master's students and 6 semesters for Doctoral/Certificate students (actual time to finish paper may be longer or shorter).

Financial Aid Application Checklist:

- ✓ 2020-21 FAFSA
 - ✓ Master Promissory Note
 - ✓ Entrance counseling*
 - ✓ Non-Tax Filer Statement*
- *if applicable*

- **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. A student who exceeds the maximum timeframe is not eligible to receive additional federal student aid.
- **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.

Veterans Education Benefits

The Brookline campus is approved by the Department of Veteran's Affairs for students to claim their Veteran's Education Benefits. For more information, please contact the Financial Aid Office or visit: <http://www.gibill.va.gov> or <http://www.mass.edu/veterans>.

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, Dr. Jill Solomon, 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 signed 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.

Students on Financial Aid: For students on financial aid, adding or dropping a course may affect the cost of attendance. Contact the Director of Financial Aid to determine whether adding or dropping a course will affect your eligibility for federal student loans.

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. 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:

- **Psychology** - *The Boston Graduate School of Psychoanalysis is approved by the American Psychological Association to sponsor continuing education for psychologists. BGSP maintains responsibility for this program and its content.*
- **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.*
- **Social Work** - *The National Association of Social Workers has granted continuing education credit for past and present courses, workshops and conferences.*

When is the CE Request Form due?

At registration

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. Absence request forms are available from the BGSP website [bgsp.edu](http://www.bgsp.edu). Bring your cursor to the "Students" tab at the top of the window then click on "Library and Administrative Materials" You will need to use your library login to access this page. 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. You may access the Student Handbook on the BGSP website [bgsp.edu](http://www.bgsp.edu). Bring your cursor to the "Students" tab at the top of the window then click on "Library and Administrative Materials" You will need to use your library login to access this page. Once logged in, scroll down to "Administrative Materials" and then "Handbooks".

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.

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. Additional information about you, including degree awarded and date of degree award, may be published, as specified in the Student Handbook under the heading, "Directory". 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.

For detailed information about the Students' Association, please visit their webpage at <https://www.bgspsa.com/>. You may also access this page from the www.bgsp.edu web site by bringing your cursor to "Students" at the top of the screen and clicking on "Students' Association".

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 and a PDF copy 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. 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.

SPRING 2021 COURSES

PTH 181 Biology of Mind and Behavior (3 credits)

Every other week schedule: Monday 9:00AM-11:30AM

Faculty: Dr. Marjorie Goodwin

Every other week meetings: Feb. 22, Mar. 8, 15*, & 22, Apr. 5 & 19, May 3 & 17

*This is an out of sequence week – you will meet 3 weeks in a row in March

Intensive Schedule: Monday 9-11:30am, Saturday & Sunday, 4-6:30pm

Intensive Meetings: Feb. 8, 13, 14 & June 14, 19, 20

Students learn the significance of chemical, organic, and physiological factors and their interaction in psychic functioning. The course reviews brain anatomy and development, genetics and evolution of behavior, developments in neuroscience, the mind/body connection, and the effects of chemical intervention in various populations. Students also explore the implications of somatic factors for mental health and addiction.

PTH 263 Advanced Resistance Analysis: Contemporary Issues in Psychoanalysis

(2 credits)

Every other week schedule : Friday 10:00AM-11:40AM

Faculty: Dr. Mary Shepherd

Every other week meetings : Feb. 26, Mar. 12, 19* & 26, Apr. 9 & 23, May 7 & 21

*This is an out of sequence week – you will meet 3 weeks in a row in March

Intensive Schedule: Friday, Saturday, and Sunday 10-11:40am

Intensive Meetings: Feb. 12, 13, 14 & June 18, 19, 20

This clinical seminar will concentrate on the theoretical and technical elements of resistance analysis in psychoanalysis. Using case material from class members, the workshop format will help students develop an in depth understanding of how this concept guides our clinical work. Contrasting techniques from other schools of thought will help highlight this fundamental approach.

PTH 283 Proposal Writing for Psychoanalytic Research (3 credits)

Every other week schedule: Friday 1:00PM-3:30PM

Faculty: Dr. Stephen Soldz

Every other week meetings: Feb. 26, Mar. 12, 19* & 26, Apr. 9 & 23, May 7 & 21

*This is an out of sequence week – you will meet 3 weeks in a row in March

Intensive Schedule: Friday, Saturday, and Sunday 1-3:30pm

Intensive Meetings: Feb. 12, 13, 14 & June 18, 19, 20

This project-focused course is designed to cover the elements of the proposal and relevant readings on methodology, as well as sample projects. Students develop research questions relevant to their area of interest, pursue their review of the literature, and develop a methodology.

SPRING 2021 ONLINE COURSE SCHEDULE

Monday

Time	Course	Faculty	Credits
9-11:30am	PTH 181 Biology of Mind and Behavior	Goodwin	3

Friday

Time	Course	Faculty	Credits
10-11:40am	PTH 263 Advanced Resistance Analysis – Contemporary Issues in Psychoanalysis	Shepherd	2
1-3:30pm	PTH 283 Proposal Writing for Psychoanalytic Research	Soldz	3

SPRING 2021 INTENSIVE COURSE SCHEDULE

Monday

Time	Course	Faculty	Room	Credits
9-11:30am	PTH 181 Biology of Mind and Behavior	Goodwin	Online	3

Friday

Time	Course	Faculty	Room	Credits
10-11:40am	PTH 263 Advanced Resistance Analysis – Contemporary Issues in Psychoanalysis	Shepherd	Online	2
1-3:30pm	PTH 283 Proposal Writing for Psychoanalytic Research	Soldz	Online	3

Saturday

Time	Course	Faculty	Room	Credits
10-11:40am	PTH 263 Advanced Resistance Analysis – Contemporary Issues in Psychoanalysis	Shepherd	Online	2
1-3:30pm	PTH 283 Proposal Writing for Psychoanalytic Research	Soldz	Online	3
4-6:30pm	PTH 181 Biology of Mind and Behavior	Goodwin	Online	3

Sunday

Time	Course	Faculty	Room	Credits
10:11:40am	PTH 263 Advanced Resistance Analysis – Contemporary Issues in Psychoanalysis	Shepherd	Online	2
1-3:30pm	PTH 283 Proposal Writing for Psychoanalytic Research	Soldz	Online	3
4-6:30pm	PTH 181 Biology of Mind and Behavior	Goodwin	Online	3

CLASS MEETING SCHEDULE

Spring 2021	
Class Meeting #	Date
Class 1*	Feb. 8 & 12
Class 2*	Feb. 13
Class 3*	Feb. 14
Class 4	Feb. 22 & 26
Class 5	March 8 & 12
Class 6^	March 15 & 19
Class 7	March 22 & 26
Class 8	April 5 & 9
Class 9	April 19 & 23
Class 10	May 3 & 7
Class 11	May 17 & 21
Class 12*	June 14 & 18
Class 13*	June 19
Class 14*	June 20

^ Out of sequence week

*Intensive weekend

Administrative Office Hours:

Monday – Friday: 9am – 5pm

Building and Library Hours

Monday – Friday: 9am – 9pm

Saturday: 9am – 2pm

Administrative Office Holidays:

Spring Semester:

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

Summer Semester:

Friday, July 5th
(Independence Day)

- Online Registration:** Students select courses online in Empower.
- Payment:** The student reviews the Estimated Tuition Worksheet to know what payment is due. 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. A credit card payment form is available for students who wish to pay by credit card. A non-refundable convenience fee of up to 2.75% will be charged by your credit card company if you choose to pay by credit card.
- Emergency Contact and Health Insurance Information:** required by all degree program students once a year. This information is submitted in Empower when registering for classes:
 - **Insurance waiver:** All full time students are required to submit evidence of insurance. Students 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 within the last 10 years
 - 3 doses of hepatitis B vaccine or proof of immunity
 - 2 doses of Varicella (chicken pox) vaccine or proof of history/immunity
 - Flu vaccine required 1x per year (this requirement is new as of 2020 and will go into effect once classes are meeting in the building)Any student who has not submitted documentation of immunization is required to do so with their registration materials. The home page of Empower will indicate any immunizations that are missing or expired.
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: All students** are required to provide contact information for the person you would like the school to contact in the event of an emergency. You will have the opportunity to update this information in Empower when you register.

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

INCLUDE THE \$75 FEE IN THE CALCULATION OF MONTHLY PAYMENTS

Payment Number	Payment Due	Check Number	Amount (Include \$75 fee)
1	January 11, 2021 (with registration)		
2	February 15, 2021		
3	March 15, 2021		
4	April 15, 2021		
5	May 15, 2021		
		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)

