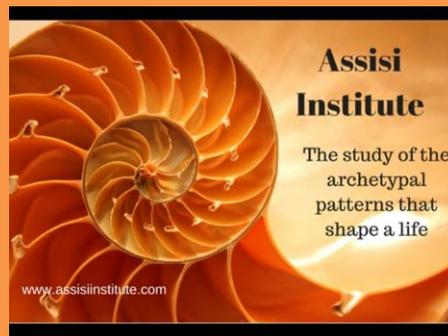


**ASSISI INSTITUTE:  
The International Center for the  
Study of Archetypal Patterns**

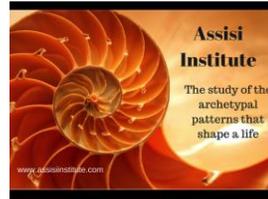
**Archetypal Pattern Analyst  
Training Program  
Policies and Procedures**



47 Water Street  
Mystic, CT 06355  
(860) 415-5004  
assisi@together.net  
www.assisiinstitute.com

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## **APPLYING TO THE ASSISI INSTITUTE:**

The Assisi Institute welcomes a diversity of academic and life experiences. Our participants represent a variety of backgrounds, professions, cultures and interests from the United States and around the world. Dr. Michael Conforti's groundbreaking interdisciplinary approach to the study of *Archetypal Pattern Analysis* is reflected in the multiplicity of backgrounds among our students, some of which include psychotherapy, Jungian psychology, medicine, the arts, law, politics, education, film industry, and corporate organization. The common thread drawing all of our students together is the experience of having been touched in some profound way by the workings of the psyche, and a desire to deepen their understanding of the unconscious and Archetypal Patterns which influence our personal and professional lives.

The application process begins with a scheduled telephone consultation with either Lorelee Scott-Conforti, the Executive Director or Michael Conforti, the founder of the Assisi Institute. This will ensure that each student has a clear understanding of his or her learning needs as they relate to the objectives of the Program. Prospective students are then asked to submit:

- Registration and signed Financial Agreement
- Resume or curriculum vita
- Non-refundable \$100 application fee

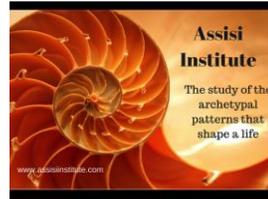
### ***Interview Process***

At any time during their application process, candidates are invited to attend one of the Assisi Institute's weekend conferences and one or more of our on-going training teleseminars. Once an application and financial agreement form have been submitted, the registration materials will be reviewed and applicants will be notified relative to their admission into the Archetypal Pattern Analyst Certification Program.

Prospective applicants may request an informational interview prior to submitting their formal application materials. These informational interviews will be scheduled via telephone.

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## **ACCEPTANCE AND ENROLLMENT:**

The Assisi Institute's 2-Year Training Program employs a rolling admissions policy, and accepts applications throughout the calendar year. New students can begin the program at any at point in the calendar year, and then attend their first weekend residency either in April, held in Portland, Oregon, or in September, in Mystic/Stonington, Connecticut. *Special Note: International Students may be exempted from attending one of the residency modules and special arrangements will be made with the Director of Studies to provide each student with the course material covered during the missed residency.*

### ***Time Limits for Completion of Program Requirements***

Students enrolled in the 2-Year Archetypal Analyst program must complete all degree requirements within a **two year** period from the initial date of program enrollment:

- four (4) residencies
- two (2) years of teleseminars,
- an approved graduate thesis
- payment in full of the course tuition

Time limits for program completion include periods of non-enrollment, such as a Leave of Absence. If a student plans to return following a break in enrollment, s/he must do so within the permissible **one year maximum Leave of Absence**.

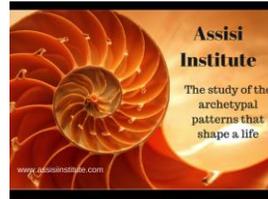
### ***Requests for Extensions***

If a student wishes to attend beyond the time frame described above, s/he must petition the Director of Studies in advance for an extension of the program time limit. ***If the extension is agreed upon between the student and the Director of Studies, a \$500 quarterly extension fee will be assessed. Extensions may be granted for either academic or financial reasons, but in either case, the \$500 quarterly fee will be assessed.*** Extensions will be granted for one module only. If the program time limit expires, the student will be administratively withdrawn from the program and will have to apply for re-admittance. Students who are approved for readmission must satisfy all degree requirements in effect at the time they return, including but not limited to total conferences, teleseminar sessions and research papers.

In the event of an extension request, if students have already attended the four required conferences, they will be required to pay for the additional conference module they will

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be attending. Students will be afforded the ten percent discount off the conference tuition fee.

### ***Honesty and Plagiarism Policy***

Assisi Institute is committed to the highest standards of academic honesty. It is expected that students will complete all course work and dissertations with honesty and integrity.

### ***Conduct Policy***

The purpose of a conduct policy is to respect and safeguard the intention of the faculty, administration, and students to create an atmosphere where learning and dialogue can flourish. Whenever engaged in any activity related to being a student, whether in the classroom, offices, residential areas, on shuttles, or in any form of correspondence with other students, staff, or faculty, students are expected to maintain themselves in a sober, drug free, and capable condition and behave in an orderly and respectful manner. Orderly behavior means behavior that does not disrupt regular academic life and complies with the Assisi Institute's policies. Verbal abuse, sexual harassment, the carrying of weapons, issuing of threats — verbal, written or otherwise, acts of violence, or any other form of disorderly conduct — are all behaviors which will force the Institute to ask you to leave the program.

While disagreement can enrich academic exchange, all members of the educational environment need to pursue disagreement with basic respect for the other.

### ***Attendance Policy***

Students are expected to attend all teleseminar sessions and conference educational modules. Please remember that if it becomes absolutely necessary to miss a teleseminar evening training session, the Institute will supply a recording which can be listened to at a later time. Attendance is required at two on-site Institute Conferences each year, held in September and April. If a student cannot make it to one of the scheduled conferences, they have the option of attending the January Conference as a substitute, however, the required reading for the missed conference must be made up during the students own time. Students cannot matriculate from the program unless and until, they have met the required conference modules.

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If an absence from a required weekend conference should become necessary, it is the student's responsibility to inform the Program Director in writing 30 days prior to the required residency.

**Important Note:** Although students are allowed to miss up to three (3) online sessions each year, absences can severely compromise the learning experience which is especially the case in a distance learning environment. For this reason, Assisi Institute strongly discourages students from missing any on-line class sessions or assigned online activities. **Excessive absences may result in academic probation or disqualification.**

### ***Academic Mentoring Policy***

Each student receives two (2) academic mentoring sessions per year provided by Dr. Conforti and/or members of the Assisi faculty. The academic mentoring component is designed to help students apply the knowledge they have acquired to their specific professional situation. These sessions provide the opportunity to process personal academic feedback, seek advice on improving both assessment skills as well as in developing an implementation strategy, and customize an action plan for professional development.

### ***Academic Accountability Policy***

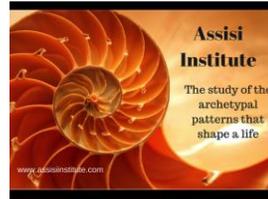
While the Assisi Institute offers graduate level educational sessions designed for adult professionals, it is necessary to establish some degree of accountability for the programs for which we offer either a certificate of completion or a certification. Towards that end, individual attendance at both residencies and teleseminars will be evaluated in addition to the students required graduation thesis.

### ***Graduate Thesis***

A major requirement of certification is a final thesis / presentation which is to include the major concepts of the Program and their applications in the world. This thesis should be a between 15-20 pages, university-level quality with references noted. An initial draft of the thesis will need to be presented to the Director of Studies four (4) months prior to the graduation date. After this initial draft is received and reviewed, your formal presentation to the Assisi Community will be scheduled.

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Students have the option of presenting their thesis in the final (fourth) residency of their 2-Year program (Graduation Residency) or they may opt to present in the residency immediately following their fourth residency (Presentation Residency). There will be no tuition charged for this (fifth) residency. Presenting the thesis at either the fourth or fifth residency does not incur the \$500 extension fee.

***Graduation Requirements***

<b>If you enroll in:</b>	<b>Your Graduation Residency will be 2 years later in the month of:</b>	<b>Presentation Residency – the last date you can present will be the residency following the Graduation Residency in:</b>
January	April	September of the same year
February	April	September of the same year
March	April	September of the same year
April	April	September of the same year
May	September	April of the next year
June	September	April of the next year
July	September	April of the next year
August	September	April of the next year
September	September	April of the next year
October	April	September of the same year
November	April	September of the same year
December	April	September of the same year

Please note:

You have met your teleseminar attendance requirement when you have participated in the APA calls for two (2) consecutive years.

You will need to attend all four (4) required residencies.

The **Graduation Residency** is the earliest residency in which you can present your APA thesis.

The **Presentation Residency** is the last residency in which you can present your APA thesis **WITHOUT** incurring the \$500 late fee.

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You may choose which residency you would prefer to present your APA thesis at. Please keep in mind that a rough draft of your graduation thesis must be submitted to the Director of Studies no later than four (4) months prior to your scheduled presentation. If you wish to present your APA thesis after the **Presentation Residency** date, a \$500 late fee will be assessed.

## **TUITION & FEE SCHEDULE:**

All students are responsible for the tuition and residential fees listed below for academic year. Fees are reviewed annually and periodically adjusted as a matter of policy. Please note that it is the student's responsibility to ensure that their account is paid in a timely manner and in accordance with the terms noted on the registration form. In the event of a missed or late payment, it is important to note that for the first occurrence of a late payment there will be a grace period with no late fees. However after this initial grace period, there will be a late fee of \$50 assessed to your tuition payment. Payment in full must be received in order for students to receive a graduation certificate for the program in which they are enrolled. Monthly invoices showing payments made and balances outstanding will be e-mailed to students. It is incumbent upon students to be sure that the information contained in these monthly invoices is accurate and matches their own records. Any questions regarding billing may be directed to the Assisi Institute Program Coordinator.

### ***Application Fee***

A \$100 fee must accompany the Application for Enrollment form. This fee is non-refundable.

### ***Tuition and Payment Plans***

Assisi Institute offers a number of payment plans to make financing your educational experience as convenient as possible. To ensure continued enrollment students may make payments either by personal check, cashier's check, money order, or by credit card (MasterCard, Visa, American Express). *A \$100 late fee will be assessed to the student's account each quarter if payment for tuition is not received by Assisi Institute by the end of the first day of the quarter. Interest may also be added to overdue accounts at the rate of 10% per annum.*

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**PAYMENT PLANS:**

Full Payment \_\_\_\_\_

(4) Quarterly Payments \_\_\_\_\_

(12) Monthly Payments \_\_\_\_\_

**2-Year Tuition = \$12,000**

Listed below are the available payment plan options for the Archetypal Pattern Analyst Training Program.\* We ask for initial down payment of \$1,000.00 for any tuition payment plan and offer 3 plans to choose from; and for easier convenience you can select to have your payment automatically deducted from any major credit card and have the receipt of payment emailed directly to you. Or you can choose to receive a billing invoice and make payment by sending a check to the Assisi Institute.\*\*

		<b>Year 1 = \$6,000</b>		<b>Deposit = \$1,000</b>	
<b>Options</b>		<b>Balance</b>	<b>Payments</b>		
Option #1	Full Payment	\$5,000.00	\$4,750.00	5% discount	
Option #2	4 Quarterly Payments	\$5,125.00	\$1,281.25	2.5% process fee	
Option #3	12 Monthly Payments	\$5,250.00	\$437.50	5% process fee	

**Year 2 = \$6,000**

<b>Options</b>		<b>Balance</b>	<b>Payments</b>		
Option #1	Full Payment	\$6,000.00	\$5,700.00	5% discount	
Option #2	4 Quarterly Payments	\$6,150.00	\$1,537.50	2.5% process fee	
Option #3	12 Monthly Payments	\$6,300.00	\$525.00	5% process fee	
Extension***	Quarterly Extension Fee	\$500/module	\$100.00		

\*Unless other arrangements made with Dr. Conforti

\*\*A late fee of \$10.00 will be assessed per late payment and \$25.00 will be assessed with every NSF payment

\*\*\*Students needing to file an extension for completion beyond the two year projected matriculation date for either academic or financial reasons.

***Early Withdrawal/Refund Policy***

Students enter a contractual agreement to complete the program for which they enroll. Decisions to withdraw early are a breaking of that contractual agreement. Refunds will

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be made for students whose accounts have been paid in full and who withdraw or are withdrawn from a program prior to the completion of that program according to below listed scale.

Initial deposit is non-refundable. Refunds for payment in full will be offered only after a formal notice of withdrawal has been submitted in writing to the Assisi Institute Administrative Office.

Withdrawal within thirty (30) days of program start: 80% refund (not including initial deposit)

Withdrawal within first three (3) months of Program Start: 50% refund

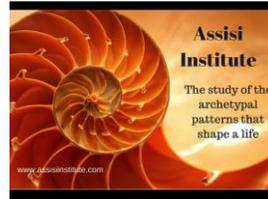
Withdrawal within first six (6) months of Program Start: 30% refund

There will be no refunds issued after six (6) months of Program Start.

Refunds will be made within eight to ten weeks of the notification of an official withdrawal or date of determination of withdrawal by the Institution.

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## **ASSISI INSTITUTE CONTACT INFORMATION**

Assisi Institute Phone	(860) 415-5004
Assisi Institute Email	<a href="mailto:assisi@together.net">assisi@together.net</a>
Assisi Institute Website	<a href="http://www.assisiinstitute.com">www.assisiinstitute.com</a>
Assisi Institute Address	47 Water Street Mystic, CT 06355
Program Director and Founder	Dr. Michael Conforti, Ph.D.
Executive Director	Loralee Scott-Conforti <a href="mailto:Loralee.assisiinstitute@gmail.com">Loralee.assisiinstitute@gmail.com</a>
Director of Studies	Dr. Richard Ott – starting Fall 2016
Program Coordinator	Annette Finton