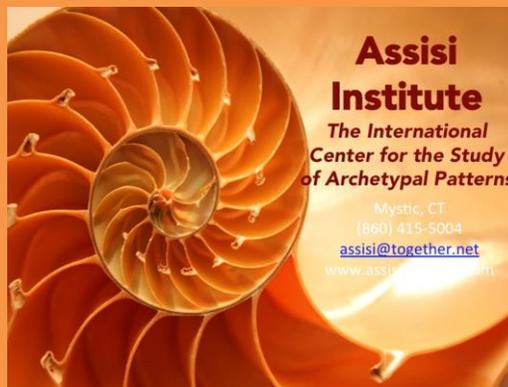


**ASSISI INSTITUTE:
The International Center for the
Study of Archetypal Patterns**

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



4 Broadway Avenue Ext.
Unit 3A
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 Dr. 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 webinars. 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 or Zoom.

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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 year. New students can begin the program at any point in the calendar year, and then attend their first weekend residency held in the fall 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 Dr. Conforti and 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 certificate requirements within a **two year** period from the initial date of program enrollment including:

- two (2) residencies
- two (2) years of webinars
- six (6) module response papers
- an approved graduate thesis
- payment in full of the program tuition

Time limits for program completion do not include periods of non-enrollment, such as a Leave of Absence.

Leave of Absence

If a student wishes to take a leave of absence, s/he must make the request in writing to the Assisi Institute office. The maximum time is one (1) year and students are expected to return to the program. A one-time leave of absence fee of \$300 will be assessed.

Honesty and Plagiarism Policy

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

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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 online or 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 webinar sessions and conference educational modules. Please remember that if it becomes absolutely necessary to miss a webinar evening training session, the Institute will supply a recording which can be listened to at a later time. Attendance is required at one on-site Institute Conference each year held in the fall.¹ 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.

If an absence from a required weekend conference should become necessary, it is the student's responsibility to inform the Director of Studies 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, the Assisi Institute strongly encourages students to attend the APA on-line class sessions. **Excessive absences may result in academic probation or disqualification.**

¹ International students may be exempted with prior approval

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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 webinars will be evaluated in addition to the students required graduation thesis.

Director of Studies Office Hours

Students are encouraged to take advantage of the Director of Studies posted office hours. These informal meetings with the Director and cohort afford students the opportunity to clarify content or discuss concepts presented in the webinars. Scheduled hours are posted on the APA Student Facebook page and are available to all enrolled students.

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. Students will receive four (4) thesis advising sessions with an assigned thesis advisor and thesis committee. The thesis should be a between 15-20 pages, university-level quality with references noted. Presenting your final project to colleagues and to the extended Assisi International Community represents an important threshold experience in a student's professional development and is an event many students find truly meaningful.

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The process for thesis submission is as follows:

1. Prepare an initial thesis draft four (4) months prior to the scheduled presentation
2. Submit the initial thesis draft to the Thesis Chair (to be assigned)
3. The Thesis Chair will approve and forward the thesis to the Director of Studies
4. Upon review and approval by the Director of Studies, the thesis will be presented to Dr. Conforti for final approval
5. After the thesis has received final approval, the formal presentation to the Assisi Community will be scheduled.

Students have the option of presenting their thesis in the final (third) residency of their 2-Year program (Graduation Residency) or they may opt to present in the residency immediately following their Graduation Residency (Presentation Residency = fourth residency). There will be no conference tuition charged for the third or fourth residency. Presenting the thesis at either the third or fourth residency does not incur the \$250 extension fee.

Graduation Requirements

- You have met your webinar attendance requirement when you have participated in the APA seminars for two (2) consecutive years
- You have completed a total of six (6) module response papers:
Each 200-word response paper must be submitted to the Director of Studies, one session following the completion of the module
- You have attended two (2) required residencies
- Your tuition has been paid in full

The **Graduation Residency** is the earliest residency in which you can present your APA thesis. This will be the 3rd fall residency in the year after completing two (2) years of webinars.

The **Presentation Residency** is the last residency in which you can present your APA thesis **WITHOUT** incurring the \$250 late graduation fee. This will be the 4th residency in the fall following the Graduation Residency.

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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 Thesis Chair 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 \$250 late graduation fee will be assessed.

Requests for Extensions

If a student wishes to attend beyond the time frame described above, s/he must put the request in writing to 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 one-time \$300 extension fee will be assessed. The student then moves to a “matriculated auditor” status and will receive access to live and recorded webinars during the one (1) year extension at which end the student is expected present his/her thesis.

If the extension 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 re-admission must satisfy all certificate requirements in effect at the time they return, including but not limited to total conferences, webinar sessions and research papers.

In the event of an extension request, if students have already attended the two required conferences, they will be required to pay for the additional conference module they will be attending. Students will be afforded the ten percent (10%) discount off the conference tuition fee.

Tuition and Payment Plans

All students are responsible for the tuition and residential fees listed in the APA Registration and Financial Agreement Form. Your tuition remains the same for your two years of enrollment in the program, but fees are reviewed annually and periodically adjusted as a matter of policy. The Assisi Institute offers a number of payment plans to make financing your educational experience as convenient as possible. 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 form.

To ensure continued enrollment students may make payments either by personal check, cashier’s check, money order, wire transfer, PayPal or by credit card (Discover, Visa, MasterCard, American Express). 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

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period with no late fees. A \$100 late fee will be assessed to the student's account each quarter if payment for tuition is not received by the Assisi Institute 14 days after its due date. Interest may also be added to overdue accounts at the rate of 10% per annum.

Monthly/quarterly 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.

Payment in full must be received in order for students to receive a graduation certificate for the program in which they are enrolled.

Application Fee

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

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 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.

The 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 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 (8) to ten (10) weeks of the notification of an official withdrawal or date of determination of withdrawal by the Institution.

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CONTACT INFORMATION

Assisi Institute Phone	(860) 415-5004
Assisi Institute Email	assisi@together.net
Assisi Institute Website	www.assisiinstitute.com
Assisi Institute Address	4 Broadway Avenue Ext. Unit 3A Mystic, CT 06355
Program Founder and Director	Michael Conforti, PhD
Director of Studies	Muriel McMahan, MEd
Director of International Studies	Silvia Behrend, DMin, MDiv
Director of Mythological Studies	Eduardo Carvallo, MD
Director of Advancement	Nina Kelly, PhD
Director of Public Programming	Jennifer Fadel, BFA, BA
Director of Ethics Committee	Kristin Webb, PsyD
Legal Counsel	Edward J. Pavia, Jr., Esq.
Program Coordinator	Annette Finton, MS
Director, Communications and IT	Charlie "Butch" Mercer
Coordinator, Social Media and CE	Sara Biegelsen, MEd