

# **CATEVA Outreach Ministries, Inc.**

## **Chaplain Training Institute**

801 West Avenue  
Rochester, NY 14611  
(585) 319-7036

### **Admissions and Application Procedure**

#### **Admissions**

Applications are welcome from students who have an academic background that indicates a potential for a successful college experience and who can contribute to the Christian ideals of the training institute. While the potential for academic success is a primary consideration, a student's goals, the recommendations he/she submits, and the training institute's ability to serve the student are considered as well. Applications are accepted from any student without regard to race, color, national origin, creed, sex, age or disability.

#### **Application Procedure**

Application: Each applicant must complete an Application for Admission.

Health: A Medical Summary is included in the application packet and must be completed by each applicant.

References: Included in each application packet are three reference forms. Applicant is to complete the top portion of each form and submit to their reference choice. One form is to be completed by an ordained minister, preferable by the pastor of the church where the applicant attends. The persons responsible for completing the form should mail it directly to the college.

Photo: A photograph is required for all applicants for identification purposes. This photograph must be included with each application.

Application Processing Fee: Include with the completed application a check or money order in the amount of \$25.00 payable to **CATEVA Outreach Ministries, Inc.**

### **Fees and Schedules**

#### **Student Fees**

- A \$25.00 one-time processing fee is required for every new student.
- Tuition cost (unit) is \$25.00 per unit.
- Audit fee (non-unit) is \$25.00 per course.

- A \$25.00 non-refundable, non-transferable reservation deposit is required to enroll in any class. This will be applied to tuition cost and must be received in the Chaplain Training Institute office no later than two weeks prior to beginning of class.
- An advanced payment plan is available on tuition cost prior to attending classes.
- Book prices vary per course and are subject to change without notice. A payment plan for books is not available.

### **Ministerial Internship Program: Coming soon, not available at this time**

- \$.00 per semester.
- (Number) Year Plan includes (number of courses). Current cost of \$.00 per course.
- Books vary in price per course and are subject to a price change without notice.
- Advanced payment plan available, excluding books.

### **Class Schedules**

MONDAY: 6 p.m. - 8 p.m.

WEDNESDAY: 6 p.m. - 8 p.m.

SATURDAY: 11 a.m. - 1:00 p.m.

### **Semester Schedule**

Winter Semester	January - March	12 weeks
Spring Semester	April - June	12 weeks
Summer Term	July - September	12 weeks
Fall Semester	October - December	12 weeks