

# Moody Bible Institute Distance Learning Christian Spiritual Formation Certificate Program

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## Frequently Asked Questions

### Costs

\$2,800 per year, per person which includes all educational materials, room and board for retreats, as well as a non-refundable \$400 deposit.

\$4,200 per year, per couple (married or engaged) which includes all educational materials, room and board for retreats, as well as a non-refundable \$800 deposit.

### Location

**September Cohort:** Cardinal Stritch Retreat House , Mundelein, IL.

**January Cohort:** Holy Cross Monastery, West Park, NY

### Retreats

***What are the retreat dates for the 2019-20 cohort?***

September Cohort - Illinois
September 6-9, 2019
November 15-17, 2019
February 7-9, 2019
April 24-26, 2019

January Cohort – New York
February 14-16, 2020
May 8-10, 2020
July 24-26, 2020
October 23-26, 2020

***What happens during a retreat?***

Teaching, times of reflection, meeting in small groups, meeting one-on-one with a spiritual director, worship, and closing communion service.

### General Information

***How is the cohort program structured?***

The program is comprised of four (4) modules occurring over a one (1) academic year period. During each module participants will attend a two and a half (2½) day retreat with other members of the cohort program.

***NOTE:*** There is a second-year Advanced Christian Spiritual Formation Certificate Program that participants can take after completing the first-year program. The second year program goes deeper into the content of the first year and provides opportunity to for further reflection and ministry skill development. The second-year program includes the option of certification as a spiritual director.

***Who will be leading the cohort?***

Nancy Kane, CSFC Program Director and Associate Professor will be leading the program. She has been teaching on spiritual formation for 10 years and is a clinically trained therapist as well. Her husband Ray, also a clinical therapist, leads the spiritual direction groups. Special speakers will be included as part of the learning experience.

***How many participants will be in each cohort?***

Each cohort will be between 20-30 participants.

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## ***How often and for how long does the cohort meet during the year?***

Each cohort will meet two and one half (2½) days four (4) times an academic year.

## ***Will there be required reading and other assignments?***

Yes, a syllabus will be provided that includes a reading list and assignments. Each participant will receive a binder for each module that has most of the content to be covered in the program.

## ***Are there online requirements for the program?***

No.

## ***What are the requirements for acceptance to the program?***

Each applicant will be asked to complete an application, submit a confidential pastoral reference, and a possible phone interview.

## ***Do I earn college credit for attending the certification program?***

No, traditionally a certificate is a non-degree program designed to provide students with specialized knowledge that is less extensive than, and different from, a graduate degree program. Because these programs either replace or supplement degree programs, many people find them useful throughout their careers.

## ***Will there be any additional costs like books or fees?***

Travel costs are the responsibility of each participant. A manual/binder will be the key part of this program that will include articles, assignments, Scripture study, etc. Participants will receive a module binder at the beginning of each retreat. There may be one or two (1-2) books that students will be asked to purchase.

## ***What services are available with people with disabilities?***

The retreat center the program will be held at has various provisions for people with disabilities.

## ***Am I required to do coursework in between the retreats?***

Yes, there will be coursework before and after the retreats as part of your personal formation.

## ***Are there online courses connected to this program?***

Not at this time.

## ***What are the benefits and features of the program?***

There are many believers who are faithfully following Christ but cannot see any real tangible change in their life even in the midst of faithful following. This program will help you go deeper in your intimacy with Christ, help identify the unique roadblocks that hinder you from becoming more like Christ, provide a model to help others grow deeper, and will engage with other believers in a caring community environment. In addition, some participants may want to go to continue on in the second year program for further training and the possibility of being trained as a spiritual director.

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## Retreats

### ***Am I required to stay overnight during the retreats?***

Yes, as part of a learning cohort experience participants are required to stay overnight.

### ***How am I placed in housing?***

Each person will have their own room that includes a private bathroom and shower. Married couples will be housed in a single room.

### ***Will meals be provided?***

Yes.

### ***What airport should I fly into?***

O'Hare International Airport, Chicago, IL.

### ***What is the typical attire during the program?***

Casual, comfortable clothing.

### ***Will Nancy Kane be the only one teaching during the retreats?***

Nancy Kane will be the primary teacher with other experts in the field teaching hour long lectures on various topics.

### ***What is involved in the application process?***

Those interested in applying to this program need to complete an application and possible phone interview. Applications are to be submitted by email directly to:  
[spiritualformation@moody.edu](mailto:spiritualformation@moody.edu).

## Program Costs & Payments

### ***What are the program costs?***

A non-refundable deposit of \$400 per person is due to confirm acceptance of their place in a cohort. After paying the deposit, individual attendees will have a remaining balance of \$2,400 with couples a remaining balance of \$3,400.

### ***How are payments handled?***

Payment for the full program up front (**Plan A**) or in a payment plan (**Plan B**) through MBI Distance Learning.

Upon receiving an acceptance letter into a cohort (Year 2 participants do not need another acceptance letter), you will be provided with a payment information form containing payment instructions which you will fill in and submit to MBI Distance Learning. You may choose between two (2) payment plans and may pay by VISA, MasterCard, or Check. Payment **Plan A** allows you to pay for the program in full up front with a single payment that includes the non-refundable deposit. Payment **Plan B** permits you to pay for the program in four (4) separate installments through MBI Distance Learning after the non-refundable payment has been received. Payments will be processed most quickly and in confidence by providing credit card information over the phone with an MBI Distance Learning representative. Payments that are made after the due date are charged a \$25.00 late fee. There are no additional fees associated with payment **Plan B**.

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Contact information will be provided on the payment information form.

## ***When is payment due?***

Students opting for payment **Plan A** must pay the balance in full by July 1<sup>st</sup> for a September cohort and November 1<sup>st</sup> for a January cohort including the \$400 per person non-refundable deposit. Individual attendees will have a remaining balance of \$2,400 with couples a remaining balance of \$3,400.

Students opting for payment **Plan B** must pay the non-refundable deposit by July 1<sup>st</sup> for a September cohort and November 1<sup>st</sup> for a January cohort including the \$400 per person non-refundable deposit. The balance will be paid in four (4) separate installments of \$600 for individuals or \$850 for couples by the following due dates. These payments will be charged to your credit card automatically on or after the next business day on the following dates:

September Cohort	January Cohort
Deposit: July 1 <sup>st</sup>	Deposit: November 1 <sup>st</sup>
Payment 1: September 1 <sup>st</sup>	Payment 1: January 1 <sup>st</sup>
Payment 2: November 1 <sup>st</sup>	Payment 2: March 1 <sup>st</sup>
Payment 3: January 1 <sup>st</sup>	Payment 3: May 1 <sup>st</sup>
Payment 4: March 1 <sup>st</sup>	Payment 4: July 1 <sup>st</sup>

## ***What is the cancellation policy?***

Students opting to cancel their participation in the cohort will lose the non-refundable deposit of \$400, but may be refunded accordingly for the remainder of modules they have yet to take (each module is worth \$600 per person or \$850 per couple). To qualify for this refund students must notify [spiritualformation@moody.edu](mailto:spiritualformation@moody.edu) of their withdrawal before the next module has commenced. Students who withdraw during a module will not be refunded for that module but may be refunded for the remainder of modules that have yet to be taken.

## ***Are there scholarships available?***

Yes, limited scholarships are available on a case by case basis.

## ***How do people apply for the scholarship?***

Students who desire to be considered for a scholarship are chosen based on their financial need on a case-by-case basis. To apply for the scholarship please e-mail [spiritualformation@moody.edu](mailto:spiritualformation@moody.edu) for a separate scholarship application that you will submit alongside your application to the program. If you are accepted into the program, you will hear back on whether or not you have received a scholarship alongside your acceptance letter into your cohort.

## ***Will applicants need to provide references as part of the application process?***

Yes, each applicant is required to provide a pastoral reference. Details on the requirements of this reference are provided in the application packet.

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***Who do I contact for additional questions?***

You may call MBI Distance Learning at (312) 329-2039 or email [spiritualformation@moody.edu](mailto:spiritualformation@moody.edu).