

## **LPM VIRGINIA STUDENT POLICIES**

- A non-refundable deposit/administration fee of \$100 is required.
- Tuition is payable in full by the beginning of the first class.
- There will be no tuition refund after classes begin.
- If a student is granted a scholarship and subsequently drops out of the program, repayment of the scholarship money may be required by the Grantor.
- Unfinished coursework is due no later than 60 days after the end of classes.
- If coursework is not finished and turned into the instructor within 60 days after the last day of class for the current academic year, the student must pay tuition again and retake the class.
- Students who have completed all course requirements will work together with the Coordinator to plan the graduation service.
- All students who complete the two-year course of study and satisfy the LPM certification requirements will receive certificates signed by the Coordinator and the National LPM President.

In addition, we encourage recognition of the graduate at the home parish soon after graduation. A letter will go to the priest/pastor stating that the student has completed the work. The Coordinator will write this letter, and will include a suggested prayer and/or statement of commendation.

(Updated January 7, 2014)