



OGLETHORPE
FINANCIAL PLANNER
PROGRAM

STUDENT HANDBOOK

Cohort 45



OGLETHORPE

FINANCIAL PLANNER
PROGRAM

The purpose of this Handbook is to provide you with policies and procedures for the Financial Planner Program at Oglethorpe University. **PLEASE READ THIS HANDBOOK CAREFULLY AND THOROUGHLY** as it will address frequently asked questions, particularly on the topics of *billing, grades, Program Completion, and withdrawal*. The policies of this Handbook will be strictly administered. The program director reserves the right to make changes to these policies as needed. Enrolled students will be notified of such changes via their contact information on file with the Program Office. If you need further details, please contact us at the Program Office.

Frequently requested phone numbers are listed below:

Financial Planner Program Office	404.364.8373
Fax	404.364.8516
Oglethorpe Bookstore	404.364.8361
Campus Security	404.504.1998
CFP [®] Board of Standards	800.487.1497
Weather Advisory	404.504.1800

Written correspondence may be mailed to the Program Office located at:

Oglethorpe University
4484 Peachtree Road NE
Atlanta, GA 30319
ATTN: FINANCIAL PLANNER PROGRAM

Email Address: fpp@oglethorpe.edu
Website: www.oglethorpe.edu, keyword: FPP

Office Hours are Monday thru Thursday, from 9:30 a.m. to 6:00 p.m.
Friday, from 9:30 a.m. to 1:30 p.m.

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1. **PROGRAM OVERVIEW.** This Program is designed to satisfy the educational requirements of the Certified Financial Planner Board of Standards, Inc. and is presented as a comprehensive package requiring a financial and academic commitment. It is not intended to be marketed on a per class basis and, therefore, is not valued or billed on a pro-rata basis. The number of courses a student has completed is irrelevant to the total tuition due.
 - a. The cost of the Program is \$4,795.00 (excluding books, supplies, and fees) and consists of the following six courses (in order, followed by an optional Capstone Review):
 - i. Fundamentals of Financial Planning
 - ii. Employee Benefit & Retirement Planning
 - iii. Investment Planning
 - iv. Income Tax Planning
 - v. Insurance Planning & Risk Management
 - vi. Estate Planning
 - vii. Capstone Review
 - b. The length of the Program, if taken sequentially, is approximately 18 – 20 months. Students have the option of taking more than one course at a time and can complete all six courses in as few as 7-11 months. Students must complete the six core courses within 36 months.
2. **COHORT NUMBER.** A number identifying the “Cohort” in which the student is enrolled is included on the application form. Please make note of the Cohort number as it will be requested on examinations and on correspondence with the Program Office. This allows us to identify the date the student entered the Program and address her/his corresponding Class Schedule.
3. **CLASS SCHEDULE.** Classes meet once a week from 6:00 p.m. to 9:00 p.m. on the student’s designated night per the Cohort Class Schedule provided with the application form. Oglethorpe University reserves the right to modify the schedule when necessary. You will be notified by email of any changes to the Schedule.
4. **ATTENDANCE.** Students are expected to attend all classes on their designated meeting night and advance through the Program on schedule with their initial Cohort. Rosters are maintained for each class and recorded in the Program Office.

For those students who hold a valid state of Georgia Insurance License, perfect attendance is mandatory to qualify for Continuing Education credit (see p.11 for details). *It is the student’s responsibility to sign in with the instructor during each class.*

5. **CURRENT STUDENT PROFILE.** *Students are responsible* for updating the Program Office with current personal information. This includes a current mailing address, email address, contact phone number, and valid credit card account information (for the Deferred Payment Agreement and if paying course-by-course payments with a credit card). All updates should be submitted in writing to the Program Office via email to: fpp@oglethorpe.edu.
 - a. Students will be charged a fee of **\$10.00** if they request the duplication of any communication mailed to an incorrect/outdated address.
 - b. Students on the Deferred Payment Agreement will incur a \$30.00 late fee for declined or expired credit cards if their payment is past due.

6. **COURSE MATERIALS.** Unless otherwise instructed, required textbook(s), HP-12C Financial Calculators, and materials will be available at the Oglethorpe Bookstore in Hearst Hall, basement level (404.364.8361). Student Notebooks will be delivered to the students on the first evening of class. You may pick them up ahead of time in the Program Office IF they are ready prior to the first evening of class. Replacement Student Notebooks may be purchased for a fee of **\$25.00**. Each Course Syllabus will be available to students at least one week prior to the first day of class. Current course requirements, textbooks and materials, test dates, and class topics are included in the Syllabus.
7. **RECORDING LECTURES AND LAPTOP COMPUTERS.** Students may audio tape class lectures. Students may use laptop computers during class at the discretion of the instructor.
8. **GRADES.** For each of the six courses, one or two midterms will be administered during regular classroom hours and a final exam will be administered on Saturday, from 9:00 am to 12:00 pm. The student's grade for each course will be a weighted average of the midterm(s), the assigned homework (when applicable), and the final examination for that course. Specific weights will vary by course and will be outlined at the beginning of each course in the Syllabus.
 - a. Students must make a grade of **75** or higher to pass each course.
 - b. Students must maintain a cumulative average of **80** or higher in order to successfully complete the program.
 - c. Midterm exams cannot be retaken.
 - d. Students who score 50 or higher on a final exam are allowed a single opportunity to retake the final in an attempt to achieve a passing grade in that particular course. If, after the retake, a passing grade has not been achieved, students are **required to resit** the course.
 - e. Students who score 49 or below on a final exam are ineligible to retake the final and are **required to resit** the course.
9. **TESTING OUT OF A COURSE.** With approval from the Program Director, a student may test out of one course.
 - a. A score on the final exam of 75 or higher is needed to receive credit for the course. If the score is less than 75, the student must take the entire course.
 - b. Students testing out of a course must still pay the full tuition amount. Testing out of a course does not reduce the total tuition due. Students choosing the course-by-course option must pay the total amount due for the course.
10. **RESITTING.** Students required to resit any courses per the Grade policy explained above must re-attend the entire module from the beginning to end and sit for the midterms and final exam in order to successfully complete the Program.
 - a. Students will be charged a resit fee of **\$200 per course**.
 - b. Students are responsible for any changes in textbooks/materials when retaking a course.
 - c. Students must withdraw from a module **prior** to the midterm in order to avoid being charged a resit fee.

11. RESCHEDULING EXAMS. Students may email the Program Office to (re)schedule examinations. It is the student's responsibility to schedule any missed or retake exams. Please note, regardless of *when* the student began the Program, the student will be tested on the most current material.

- d. Students may reschedule (makeup) a missed midterm exam or a final exam for a fee of **\$25.00**, cash or check made payable to "Oglethorpe University" (credit cards are not accepted).
- e. Qualifying students may schedule a final exam *retake* with the Program Office for a fee of **\$50.00**, cash or check made payable to "Oglethorpe University" (credit cards are not accepted).
- f. Exam fees are payable on the makeup or retake date prior to taking the exam.
- g. Exams may be rescheduled Monday through Thursday, between 9:30 am and 6:00 pm, or Friday between 9:30 am and 1:30 pm. One hour will be allowed for midterm exams and two hours for final exams.
- h. All midterm exams must be taken **within 14 days of the scheduled midterm exam date** and prior to the scheduled final exam unless prior authorization has been given by the Financial Planner Program Office. Failure to take the midterm exam by the stated date will result in a score of "0" for the midterm exam. All rescheduled final exams and retake final exams, if needed, must be taken within 30 days of the schedule final exam unless prior authorization has been given by the Financial Planner Program Office. If the final and retake exams are not completed by the stated date, the student will be required to resit the entire course.
- i.

12. REVIEWING EXAMS. The midterm exams consist of a number of questions which vary per course and test and students are typically allowed 1 hour to complete the exam. The final exam usually consists of a greater number of questions, is cumulative over all course material and students are allowed 2 hours to complete the exam.

- a. After the allotted exam time has expired, the instructor will collect the answer sheets and allow the students to *temporarily* retain their exams for an in-class review of the exam.
- b. The instructor will review the material in class immediately following the exam. If students have any issues/questions regarding the exam, this is the time to address them with the instructor.
- c. Students should note their areas of weakness since they will *not* be allowed to retain their answer sheets or copies of their exams.
- d. **If students are interested in determining their exam score immediately, their only means of doing so is to remain in class after the exam for the review;** otherwise, your final course grade will be emailed or mailed to you within *two to three weeks after the final exam is administered*.
- e. **DO NOT** call the Program Office to obtain your examination grade – grades will **NOT** be released over the phone, nor will they be available at the Program Office.

13. GRADE AND PAYMENT REPORT LETTERS. At the end of every course, the Program Office calculates the weighted average for the course grade, then emails or mails each student a “Grade Letter,” listing the student’s module grade. A “Payment Letter,” listing the student’s tuition payment history will be emailed or mailed separately.

- a. Students who need documentation for tuition reimbursement should use these reports as proof of payment and completion. Additional reports will be re-issued for a **\$10.00** fee.

14. COURSE/INSTRUCTOR EVALUATIONS. During the last two weeks of each course, students are asked to complete an anonymous online evaluation of the course and instructor. Evaluations are a valuable means of assessing and continually improving the quality of the Program, so please take the time to provide honest, constructive feedback. Instructors will receive summary of the evaluation results after the grades have been issued.

15. PROGRAM COMPLETION. Students have **36 months** from their first day of class to successfully **complete** the Program.

- a. The three-year clock begins on the first day of class when the student *originally* enrolls in the Program. This date does not change, regardless if the student is required to resit a class or chooses to suspend attendance.
 - i. I.E. John Doe enrolls for Cohort 33 which begins 01/24/06. He fails the first course, Fundamentals of Financial Planning, and must resit the class which is not offered again until Cohort 34 begins on 05/18/06. In March of 2006, he is informed he will be traveling extensively for work for the next 5 months. John decides to wait until Cohort 35 begins on 09/25/06 to return to the Program. His 3-year window began on 01/24/06 and he must successfully complete the Program by 01/24/09.
- b. The Program must be **COMPLETED** *within the three- year period* so students should plan their schedules accordingly. This means the last day of class of the last necessary course must be completed **within** the three-year period.
 - i. I.E. Jane Doe begins the Program on 05/18/06 and completes and passes 5 of the 6 courses; she is lacking Estate Planning. She waits until March of 2009 to inquire about the next available Estate course and discovers it is not offered until 05/14/09. She will not be able to **complete** the class **within** the 3-year window since Estate Planning consists of 10 class meetings and it will overlap and extend beyond the 3-year expiration date ending on 05/18/09. Jane has **NOT COMPLETED** the Program within the 3-year window and therefore, will not be issued a Letter of Completion. Her enrollment in the Program has expired.
- c. After 36 months from the student’s first day of class, when the student *originally* begins the Program, **the student’s enrollment in the Program EXPIRES**. The student will be removed from participating in the Program. If s/he has not successfully completed the Program within the three-year window, her/his Program status is “incomplete” and s/he will **NOT** receive a Letter of Completion from the Program.
- d. After 36 months, interested students may reapply to the Program and will be subject to the Program’s current Registration Fee, Tuition Price, Terms and Conditions, and space availability. The student will be required to restart the Program and will not receive credit for any courses that have been previously completed.

16. LETTER OF COMPLETION. A student has successfully completed the Program if the following criteria have been met:

- a. Compliance with the Grade policy (see p. 5).
- b. Compliance with the Program Completion policy (see p. 7).
- c. Student is in good financial standing and has no outstanding balance due.
- d. All borrowed materials and textbooks have been returned to the Program Office.

After students have successfully completed the Program, they will receive a “Letter of Completion” in the mail sent to the current home address on file. For students applying for the CFP® Certification Examination, this Letter of Completion serves as the qualifying eligibility documentation. Please retain the original copy of this Letter of Completion. A duplicate letter can be reissued for a **\$10.00** fee.

17. APPLYING FOR THE CFP® CERTIFICATION EXAMINATION. After the student has successfully completed the Program and received her/his letter of Completion, s/he may apply for the CFP® Certification Examination directly with the CFP Board:

- a. Phone: 800.487.1497
- b. URL: www.cfp.net
- c. **Bachelor’s Degree Requirement** – As of March 1, 2007, a bachelor’s degree (or higher) in any discipline, from a regionally-accredited U.S. college or university* is required to attain CFP® certification. It is not required to be eligible to take the CFP® Certification Examination. You have five years from the date you pass the CFP® Certification Examination to satisfy the bachelor’s degree and work experience requirements.

***International degrees** may be substituted for a U.S. undergraduate degree if they receive equivalency from a third-party evaluation agency which is a member of National Association of Credential Evaluation Services (NACES) www.NACES.org. Applicants should request a document-by-document evaluation. (source – www.cfp.net.become/education.asp)

If you have an International degree, you are responsible for arranging for your document-by-document evaluation.

18. SUSPENSION OF ATTENDANCE. Students wishing to suspend attendance to the Program are required to provide written notice of suspension to the Program Office via mail, fax or email. Students who have paid in full are **not entitled to a refund** of tuition during their suspension. Students on the Deferred Payment Agreement **will continue to be billed per their original, signed Agreement, regardless of the reason for suspension.** Students wishing to stop payment to the Program must formally withdraw from the Program (see Withdrawal Policy, p. 9).

- a. Per the Program Completion Policy (see p. 7), suspension of attendance does not stop the clock on the 3-year period in which a student is allotted to complete the Program.
- b. The length of time a student suspends attendance is at her/his discretion, so long as the Program is successfully completed within the 36-month period.
- c. The student must notify the Program Office upon her/his return so s/he can be placed in the appropriate Cohort and course.

19. WITHDRAWAL. Students wishing to withdraw from the Program are required to provide **dated written notice** of their withdrawal to the Program Office via email or mail.

FAILURE TO ATTEND CLASS IS NOT ACCEPTED AS WITHDRAWAL FROM THE PROGRAM.

To ensure a student secures proper documentation, s/he should request written receipt of her/his request to withdraw from the Program Office. Since the amount due to the student or payable by the student will be calculated *using the date written notice is received* in the Program Office, *it is the student's responsibility to confirm the withdrawal request has been received.*

Students should note that the Program is priced as a comprehensive package and it in no way is intended to be valued or billed on a pro-rata basis. **The number of courses a student has completed is irrelevant to the total tuition due upon withdrawal.** The withdrawal schedule is solely based on the total number of days a student is enrolled in the Program, including holidays and weekends. The clock begins running on the first day of class (as specified on the application form) when the student originally enrolls and runs continuously, regardless if the student is required to resit as class or chooses to suspend attendance.

Based on the date of withdrawal, the student will owe a percentage of the TOTAL TUITION according to the schedule below (the Registration Fee and Processing Fee are non-refundable and do not qualify as payment of Program tuition):

Withdrawal Schedule:	Percentage Due	Total Tuition Due
Withdrawal prior to the first day of class	0%	\$ 0.00
Withdrawal within days 1 – 14	5%	\$ 239.75
Withdrawal within days 15 – 45	10%	\$ 479.50
Withdrawal within days 46 – 90	20%	\$ 959.00
Withdrawal within days 91 – 150	40%	\$1,918.00
Withdrawal within days 151 – 210	60%	\$2,877.00
Withdrawal within days 211 – 300	80%	\$3,836.00
Withdrawal after day 300	100%	\$4,795.00

Based on the withdrawal schedule above, any refund due to the student from the Program shall be issued in the same manner the student paid for her/his tuition: credited to her/his credit card or paid via check and mailed to the student's home address on file. Any tuition due from the student to the Program will be automatically charged to the student's credit card on file. If the credit card on file is invalid, the amount due is payable within 15 days of withdrawal. If the total balance due is not paid within 15 days of withdrawal, the student will be submitted to a collection agency for the amount of her/his total outstanding tuition balance plus **any and all additional costs of collection.**

20. RE-ENTRY AFTER WITHDRAWAL. Students who have withdrawn from the Program in good financial standing (within the first 300 days of originally starting the Program) may reapply to the Program and will be subject to the current Registration Fee, Tuition Price, Terms and Conditions. Returning students will receive a 75% credit for all tuition previously paid into the Program. Students who were on the Deferred Payment Agreement will not receive tuition credit for the bi-monthly processing fee. The student will be required to restart the Program and will not receive credit for any courses that have been previously completed.

21. AUDITING COURSES. Students who have *successfully* completed the *entire* Program may audit any course, free of charge, within the three-year window from their first day of class.

- a. The three-year clock begins on the first day of class when the student *originally* enrolls in the Program. This date does not change, regardless if the student needs to resit a class or suspend attendance.
- b. Students are responsible for purchasing any new textbooks/materials and will incur a **\$25.00** fee for a current module student workbook.
- c. After the three-year window, students will be charged **\$500.00** per audited course.
- d. Students must obtain pre-approval to audit from the Program Office; the class will be assigned on space availability.

22. DEFERRED PAYMENT AGREEMENT. Students on the Deferred Payment Agreement must provide a credit card to secure their agreement. Students wishing to pay by cash or check must submit their installment payment **before the installment due date**. The student's credit card on file will automatically be billed on the due date.

- a. A student's credit card **will not be credited upon receipt of a late payment** by cash or check.
- b. Payments by cash or check received after the due date will be returned, or at the student's discretion, may be credited towards the next payment due.
- c. If the due date falls on a weekend or holiday, the payment is due the following business day.
- d. If a student has any outstanding fees/balance due to the Program and does not present an alternative form of payment, her/his credit card on file will be automatically charged for the balance due.
- e. Students will incur a **\$30.00** surcharge for any declined checks.

23. LATE PAYMENT. Students are responsible for providing the Program Office with any updates on personal and billing information, including a **current and active credit card** if they are on the Deferred Payment Agreement. If payment is past due, the student will immediately be **excluded from attending class, charged a \$30.00 late payment penalty and disallowed from sitting for any examinations**. Written notification will be mailed to the home address on file informing the student s/he is in jeopardy of defaulting on the Deferred Payment Agreement. If payment is greater than 30 days past due, the student will be in default of the Deferred Payment Agreement.

24. DEFAULT ON DEFERRED PAYMENT AGREEMENT. In the event a student is in default of the Deferred Payment Agreement (greater than 30 days past due), the balance of the full tuition (\$4,795.00) and processing fee (\$180), plus the late payment penalty (\$30.00), and the cost of any course materials received will become immediately due and payable. Forty five (45) days past due, the student will be submitted to a collection agency and will owe the total outstanding tuition balance and processing fee, the late payment penalty and incur an additional surcharge of any and all costs of collection.

25. CHANGING PAYMENT PLANS. Students may change payment plans as follow:

A. Change (Option 3) to (Option 1)

Students paying tuition through the course-by-course payment plan (\$950 per course) may change their payment plan to Option 1 (pay in full) **at the end of the first course but prior to the beginning of the second course** by paying the Option 1 tuition amount (\$4795 minus \$950 paid for their first course) for a **final payment of \$3845**.

B. Change (Option 3) to (Option 2)

Students paying tuition through the course-by-course payment plan (\$950 per course), may change their payment plan to the Deferred Payment Agreement plan **at the end of their second course but no later than the date the third Deferred Payment Agreement payment** is due. The remaining tuition balance (\$2895) plus processing fee (\$180) will be due in **three equal payments (\$1025 per payment)** according to the Deferred Payment Agreement payment schedule.

26. CONTINUING EDUCATION CREDIT. Students who are licensed with the Georgia Insurance Department may receive continuing education (CE) credit for courses that are successfully completed. The Program provides this as a service to students but it is in no way involved with the Georgia Insurance Department in defining their continuing education policy and requirements. It is the **STUDENT'S RESPONSIBILITY** to understand her/his license renewal requirements (i.e. renewal period and deadline; required hours, CEU hours that may be carried forward, etc....).

Students must submit a completed and signed CE Credit Request Form available at the Program Office or online, in addition to a **\$25.00 per course** CE Credit fee. *Telephone requests are not accepted.*

We strongly recommend that you submit your request for CEU credit immediately after successfully completing the course for which you seek credit. The Program will issue credit for any course within a one-year period from the final examination date; however it is the **STUDENT'S RESPONSIBILITY** to understand the eligibility policy of the Georgia Insurance Department.

Requirements for receiving credit:

- i. A valid Insurance License Number for the state of Georgia.
- ii. **Perfect attendance** in that particular course every weekly class roll.
- iii. Final grade issued for the course is 75 or higher.
- iv. Credit has not been previously issued for the same class.
- v. Student must be in good financial standing.
- vi. Submission of a completed "CE Credit Request Form," (available in the Program Office or via email), to the Program Office accompanied by the CE Credit Fee (use your Grade and Payment letters to complete the form). **Incomplete forms will not be processed.**

Credit hours received per course (all courses include an additional 3 hours of ethics):

Fundamentals	30 hours
Retirement Planning	33 hours
Investment Planning	33 hours
Tax Planning	33 hours
Insurance Planning	30 hours
Estate Planning	27 hours

- 27. PARKING.** Parking is available throughout the campus. The Program is not responsible for theft or damage to vehicles while in the parking lot.
- 28. EATING/DRINKING IN CLASS.** Students may eat/drink in class at the discretion of their instructor.
- 29. SMOKING.** The Oglethorpe University is a smoke-free environment. Smoking is prohibited in the buildings.
- 30. INCLEMENT WEATHER.** In the event of inclement weather, the Financial Planner Program will comply with Oglethorpe University’s operating policy. Students may call the Weather Advisory Line at 404.504.1800 or listen for announcements of closing on WSB (750 AM), WSB-TV, Channel 2. Information is also available at www.oglethorpe.edu. The Program Office is *not* responsible for individually notifying students of school closing.
- 31. EXTRA RESOURCES.** Students may be interested in extracurricular resources to enhance your financial planning education, and are always welcome to check out the resources in our office. Also, please feel free to check the following websites:
- www.fa-mag.com/subscriptions, www.napfa.org
www.financialexecutive.com, www.money.com
www.journalfp.net, www.techlinks.net
www.iarfc.org, www.cfp.net

APPENDIX A: FEE SCHEDULE

Auditing, for Graduates (after 36-month window expires)	\$500.00 per course
Auditing, for Non-Graduates	\$950.00 per course
Continuing Education Credit	\$ 25.00 per course
Resitting a Course	\$200.00 per course
Transfers, from Board-Registered Program	\$900.00 per course
Capstone Review, for Transfers and Non-Graduates	\$300.00
Check Returned for Insufficient Funds	\$ 30.00
Late Payment Fee (past due payments)	\$ 30.00
Replacement Binder	\$ 25.00
Reschedule a missed Midterm or Final Exam	\$ 25.00 per exam
Retake a Final Exam	\$ 50.00 per exam
Re-issuance of Grade or Payment Letters	\$ 10.00
Re-issuance of “Letters of Completion”	\$ 10.00
Re-issuance of “Certificates of Completion”	\$ 10.00

All of the above listed fees are subject to change at any time (updated 9.29.08).