

# **STUDENT HANDBOOK**

**Cohort 37**

**for the Professional Financial Planner Program  
at Oglethorpe University**

The purpose of this Handbook is to provide you with policies and procedures for the Financial Planner Program at Oglethorpe University (the Program). **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. If you need further detail, 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 <sup>®</sup> 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

E-mail Address: [FPP@Oglethorpe.edu](mailto:FPP@Oglethorpe.edu)  
Website: [www.Oglethorpe.edu](http://www.Oglethorpe.edu), keyword: CFP

Office Hours are Monday thru Thursday, from 9:00 a.m. to 6:00 p.m.  
Fridays, from 9:00am to 2:00pm

## CONTENTS

Applying for the CFP® Board Examination	Page 7
Attendance	Page 4
Auditing Courses	Page 8
Class Schedule	Page 4
Continuing Education Credit	Page 9
Course Materials	Page 5
Current Student Profile	Page 4
Default on Deferred Payment Agreement	Page 9
Deferred Payment Agreement	Page 9
Eating/Drinking in Class	Page 10
Grade & Payment Letter	Page 6
Grades	Page 5
Inclement Weather	Page 10
Course/Instructor Evaluations	Page 6
Late Payment	Page 9
Letter of Completion	Page 7
Parking	Page 10
Program Completion	Page 6
Program Overview	Page 4
Recording Lectures	Page 5
Re-Entry After Withdrawal	Page 8
Rescheduling Exams	Page 5
Resitting	Page 5
Reviewing Exams	Page 5
Cohort Number	Page 4
Smoking	Page 10
Suspension of Attendance	Page 7
Withdrawal	Page 7
Appendix A: Fee Schedule	Page 11

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. Insurance Planning & Risk Management
    - iii. Income Tax Planning
    - iv. Investment Planning
    - v. Employee Benefit & Retirement Planning
    - 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 6 – 7 months. Students must complete the six core courses in less than 36 months.
2. **COHORT NUMBER.** On the application forms, there is a number identifying the “Cohort” in which the student is enrolled. 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 will meet once a week from 6:00 p.m. to 9:00 p.m. on the student’s designated night per the Class Schedule provided in the application. Oglethorpe University reserves the right to modify the schedule when necessary. Instructors will announce in class 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 our 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. 9 for details).

5. **CURRENT STUDENT PROFILE.** *Students are responsible* for updating the Program Office with current personal information. This includes a current mailing address, e-mail address, contact phone number and valid credit card account information (for the Deferred Payment Agreement). All updates should be submitted in writing to the Program office via e-mail to [FPP@Oglethorpe.edu](mailto: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) and materials will be available at the Oglethorpe Bookstore in Hearst Hall, basement level (404.364.8361). Student Study Guides 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 Study Guides may be purchased for a fee of **\$25.00**.
7. **RECORDING LECTURES.** Students may audio tape class lectures.
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 a.m. to 12:00 p.m. The student's grade for each course will be a weighted average of the midterm(s), the assigned homework, and the final examination for that course. Specific weights will vary by course and 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.
  - f. Homework, where applicable, must be turned in weekly and completion of these assignments will partially determine your final grade. Late homework will not be accepted.
9. **RESITTING.** Students required to resit any courses per the Grade policy explained above must re-attend the entire course from the beginning in order to be eligible to sit for the midterms and final exam again.
  - 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.
10. **RESCHEDULING EXAMS.** Students may e-mail 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.
  - a. 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).
  - b. 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).
  - c. Exam fees are payable on the makeup or retake date prior to taking the exam.
  - d. Exams may be rescheduled Monday through Thursday, between 9am and 4pm, or Friday between 9am and 1pm.
11. **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 or review 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 not be received until *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.

12. **GRADE & PAYMENT REPORT.** After the end of every course, the Program Office calculates the weighted average for the course grade, then mails or emails each student a “Grade Report,” listing the student’s module grade. A “Payment Report,” listing the student’s tuition payment history will be mailed or emailed separately.
- a. Students who need documentation for tuition reimbursement should use these reports as proof of payment and completion.

13. **COURSE/INSTRUCTOR EVALUATIONS.** During the last class meeting of each course, students are asked to complete an anonymous 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.

14. **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 three 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 Condition, 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.

15. **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. 6).
  - c. Student is in good financial standing and has no outstanding balance due.

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.

16. **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-Board.org](http://www.CFP-Board.org)

17. **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 e-mail. 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. 7).
- a. Per the Program Completion Policy (see p. 6), 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.

18. **WITHDRAWAL.** Students wishing to withdraw from the Program are required to provide **dated written notice** of their withdrawal to the Program Office via e-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.*

19. 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 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):

<b>Withdrawal Schedule:</b>	<b>Percentage Due</b>	<b>Total Tuition Due</b>
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.
- 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.
  - Students are responsible for purchasing any new textbooks/materials and may choose to purchase a new course binder for a fee of \$20.00.
  - After the 3 year window, students will be charged **\$500.00** per audited course.
  - 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 student's credit card **will not be credited upon receipt of a late payment** by cash or check.
  - 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.
  - If the due date falls on a weekend or holiday, the payment is due the following business day.
  - 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.
  - 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 and processing fee, \$4,875.00, 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. **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 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 e-mail), to the Program Office accompanied by the CE Credit Fee (use your “Grade and Payment” letter to complete the form). **Incomplete forms will be rejected.**

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

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

26. **PARKING.** Parking is available throughout the campus. The Program is not responsible for theft or damage to vehicles while in the parking lot.
27. **EATING/DRINKING IN CLASS.** Students may eat/drink in class at the discretion of their instructor.
28. **SMOKING.** The Oglethorpe University is a smoke-free environment. Smoking is prohibited in the buildings.
29. **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), WGST (640 AM or 105.7 FM) or STAR 94 FM. Information is also available at [www.wsbtv.com](http://www.wsbtv.com). The Program Office is *not* responsible for individually notifying students of school closing.

## APPENDIX A: FEE SCHEDULE

Auditing, for Graduates (after 36 month window expires)	\$500.00 per course
Auditing, for Non-Graduates	\$800.00 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 & 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.