

Saint Paul School of Theology – COS  
13720 Roe Ave, Bldg C, #C139  
Leawood, KS 66224  
Ph (913) 253-5051 ·  
[Jennifer.smith@spst.edu](mailto:Jennifer.smith@spst.edu)

**CHECKS - MAIL TO:**  
SPST @Commerce Bank  
GROUP 1  
PO BOX 843740  
Kansas City, MO 64184-3740

**NEW to SAINT PAUL COS? Use - [Online Admissions Form](#)**

## 2024 WINTER REGISTRATION FORM

Or [register yourself online in Populi](#)

**Registration \$75 (per class) Deadline: at time of registration**  
**Withdrawal / Tuition \$300 (per class) Pay Deadline: 1/18/24.**  
**[PAY ONLINE](#) OR MAIL CHECK**

### Instructions

1. Please print or type to complete this form.
2. Complete **ALL** sections including YOUR signature on last page.
3. **If using this form, obtain the required signatures, DS and LPR**
4. Enclose or pay online the **non-refundable registration fee(s)**.
5. **Email** and/or mail to the Saint Paul Course of Study Office.  
**OR – If you are an Established Saint Paul COS Student, you may login with your New Login Credentials to POPULI and register yourself, then pay online. Instructions on website.**
6. **Monitor email for detailed enrollment confirmation &/or NEW LOGIN CREDENTIALS.**
7. **FULL PAYMENT IS DUE PRIOR TO BEGINNING OF TERM**

### Personal Information

First name \_\_\_\_\_

Preferred name \_\_\_\_\_

Last name \_\_\_\_\_

Cell phone \_\_\_\_\_

Other phone \_\_\_\_\_

Primary Phone  Home  Work  Cell

Current Email \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_\_

Sex (optional):  Female  Male  Other(non-binary)

RACE / Ethnicity (optional): \_\_\_\_\_

**GBHEM 6-digit PID #: \_\_\_\_\_**

(Email [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) if you need your PID #)

**PID# & TRANSCRIPT** (if attended other schools) is REQUIRED if this is your **1<sup>st</sup> time registering.**

#### ONLINE CLASS(ES) – FOR EACH & EVERY COURSE

**Non-refundable** (non-transferable) Registration fee: \$75 per course

Tuition: \$300 per course

TOTAL COST FOR EVERY COURSE: \$375.00 per course

### Professional Information

Annual Conference \_\_\_\_\_

District \_\_\_\_\_

Date Completed Licensing School \_\_\_\_\_

Check one:  Full-time Local Pastor  Part-time Local Pastor

Not Currently Appointed  Other \_\_\_\_\_

Number of church(es) you presently serve. \_\_\_\_\_

Education completed:  High School  Associate  Bachelors.  
 Masters  Doctorate  Other \_\_\_\_\_

#### Course of Study work completed: (prerequisite 121 & 122 as of 2020)

- 121=111  221=211  321=311  421=411  521=511  
 122=112  222=212  322=312  422=412  522=512  
 123=213  223=413  323=314  423=513  523=313  
 124=113  224=114  324=214  424=414  524=514

Please list other Course of Study Schools you have attended:

\_\_\_\_\_

When might you finish COS \_\_\_\_\_

Notify in case of emergency. \_\_\_\_\_

Relationship to emergency contact \_\_\_\_\_

Emergency Phone \_\_\_\_\_

Most Annual Conferences offer some form of financial assistance in the form of scholarship or reimbursement. For specifics to your Conference, please contact your DS or Annual Conference Registrar.

[www.spst.edu/cos](http://www.spst.edu/cos)

**[SYLLABUS , WITH BOOKLIST AND ASSIGNMENTS WILL BE POSTED TO THE MOODLE CLASS SITE](#)**

Student Name \_\_\_\_\_

**Enrollment:** You may choose **ONLY ONE CLASS PER SESSION** (color coded, only 1 session this term) FOR THIS WINTER 20234 TERM.

**If you plan to take 4 or more classes in a calendar year, you will need to get approval, make sure you double check w/ DS & LPR**

SESSION	Course	Course Name
<i>THURSDAYS SESSION 1 – PICK UP TO ONE CLASS</i>		
THURSDAYS TH1	<input type="checkbox"/> 221	Bible II: Torah and Israel’s History
TH1 / PML	<input type="checkbox"/> 224	Administration and Polity (and also for the PML program)
TH1 / PML	<input type="checkbox"/> 323	Congregational Care (and also for the PML program)
TH1 / PML	<input type="checkbox"/> 422	Theological Heritage IV: Wesleyan Movement (and also PML)
TH1	<input type="checkbox"/> 523	Evangelism

**DOUBLE CHECK THE ACTUAL SCHEDULE FOR THE CORRECT DATES OF EACH TYPE OF MODULE FOR EACH CLASS AND/OR CHECK THE SYLLABUS THAT IS POSTED TO THE MOODLE CLASS PAGE FOR THE CORRECT DATES.** THE SYLLABUS IN MOODLE WILL HAVE THE CORRECT BOOKLIST AND ASSIGNMENTS, SO YOU MUST LOOK AT THIS AS SOON AS POSSIBLE.

**Payment:** Send payment separately, **note the term/class, i.e., COS WIN24 221.**

**Make checks payable to Saint Paul School of Theology bank address: SAINT PAUL SCHOOL AT COMMERCE BANK, GROUP 1, P.O. BOX 843740, KANSAS CITY, MO 64184-3740.** To make a payment online, please go through your student account in [Populi](#) and pay via the financial tab that pays through Stripe. Note that the student is responsible for all fees, tuition, books fees, balances.

**Photo / Social Media release:** Do you approve of your picture and/or name, either in a group setting, classroom setting, worship setting, meal setting, be included in updates to the Saint Paul social media sites, and/or shown on our website?  YES  NO

**Signatures: Signature below, and/or online registration, confirms the following:** I understand that the Saint Paul Course of Study is a year-round learning experience, and that specific books and assignments are required, as shown on the class syllabus. I understand that my registration, and participation in the class, is jeopardized if I do not submit my assignment(s) on time, participate in the zoom class sessions, fail to make required payments, or obtain required signatures. **I understand that I am (a student) is expected to attend every class session, whether Online/Zoom or On Campus, and missing more than 20% may result in loss of credit.** I authorize the record of my work and final grade at Saint Paul Course of Study School to be reported to my District Superintendent, my conference Board of Ordained Ministry, and the GBHEM Division of Ordained Ministry in Nashville. **I understand that I need to contact the COS Coordinator prior to the Course Withdrawal Deadline if I wish to drop a course and not be billed tuition but am still forfeiting the non-refundable, non-transferable registration fee. To Withdraw to not receive a failing grade, this must be done NO LATER THAN YOUR EIGHT HOUR CLASS DAY, although you forfeit the entire tuition and fee.**

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

**To be registered, this must include signatures from your District Superintendent (DS) & Conference Local Pastor Registrar (LPR/BOM/dCOM).**

District Superintendent \_\_\_\_\_

Local Pastor Registrar/BOM \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

**Email** \_\_\_\_\_

**Email** \_\_\_\_\_

\_\_\_\_\_  
District Superintendent’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Pastor Registrar’s signature

\_\_\_\_\_  
Date

**SAINT PAUL SCHOOL OF THEOLOGY - COURSE OF STUDY - WINTER 2024 - JAN & FEB - 6 WEEK ONLINE INTENSIVE**

SESS ON	PML	Course	Course Name	DROP DATE - ALL CLASSES - Tuition Due	ZOOM class- Synchronous - 6p to 8p CST (must be present)	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	FORUM WEEK - 4 questions with posts & responses due inside ONE WEEK	ZOOM CLASS 8am-12pm 1pm-5pm CST (must be present via zoom)	Assignments DUE - One 10 page paper on textbooks	Assignments DUE - Two papers due - 5 pages on practical ministry & 5 pages on reflection
<b>THURSDAYS</b>										
Thu 1		221	Bible II: Torah & Israel's History	01/18	Thu 1/18	Thu 1/25	M 1/29 - W 2/7	Thu 2/8	Thu 2/15	Thu 2/22
Thu 1	*	224	Administration & Polity	01/18	Thu 1/18	Thu 1/25	M 1/29 - W 2/7	Thu 2/8	Thu 2/15	Thu 2/22
Thu 1	*	323	Congregational Care	01/18	Thu 1/18	Thu 1/25	M 1/29 - W 2/7	Thu 2/8	Thu 2/15	Thu 2/22
Thu 1	*	422	Theological Heritage IV: Wesleyan Movement	01/18	Thu 1/18	Thu 1/25	M 1/29 - W 2/7	Thu 2/8	Thu 2/15	Thu 2/22
Thu 1		523	Evangelism	01/18	Thu 1/18	Thu 1/25	M 1/29 - W 2/7	Thu 2/8	Thu 2/15	Thu 2/22

**6 Student minimum. Thursdays. 6 weeks long. Thu 1/18/24 – Thu 2/22/24 (Spring starts M 4/1/24 for some classes)**

\*PML - these courses are part of the PML (MO Conference) program.

Registration opens mid OCT 2023 rev. 3/15/23

LENT starts 2/14/24: HOLY WEEK - BREAK - no classes, nothing due - March 24 - March 31, 2024;

SPST Focus Week with seminary students on campus - March 4 - March 8.

*YNCHRONOUS classes run in real time, with students and instructors attending together at the same date and same time from different locations via ZOOM (or in class).*

*ASYNCHRONOUS classes run on a more relaxed schedule, with students accessing class materials on Moodle during different hours/locations, but within a set date/time frame.*

January							February							March							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3					1	2									
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31	25	26	27	28	29	24	25	26	27	28	29	30	28	29	30									
														31													

Click on the FINANCIAL Tab

It defaults to the "Dashboard" tab. This shows unpaid invoices, unapplied, transactions. Notice box to the right that says "PAY NOW AMOUNT: \$0.00", and click on the "MAKE A PAYMENT BUTTON"

**Jennifer Smith**

Activity Feed Info Faculty Campus Life Admissions **Financial**

Record Payment

Dashboard By Term Financial Aid History

Print Statement

Add a fee

**Unpaid Invoices**  
No unpaid invoices.

**Unapplied Payments/Credits**  
No unapplied payments/credits available.

**Recent Transactions**  
No enrollment history available.

**Pay now amount: 0.00**

Make a Payment

Someone else paying?

**Summary**

Pay Now	0.00
Total Balance	0.00

Add a payment plan

Add a default tuition schedule

**IRS 1098-T Forms**  
1098-T forms disabled for this student: Enable

**Pay Student Charges for Jennifer Smith**

Amount Due	\$0.00
Pay Now	\$0.00
Total Balance	\$0.00

**Payment Information**

This payment is on behalf of an organization.

First Name

Last Name

Email

Phone

Billing Address

Payment Amount

Payment Frequency

Payment Method  Electronic Check

Credit/Debit Card

You will see this window pop up, fill in all info, using either a credit card, debit card, or checking account. Notice at the bottom you can enter the amount you want to pay. Make sure you hit the button "PAY NOW" at the very bottom center or the payment will NOT go through. We use a payment portal named Stripe, as I may refer to that from time to time, and it may show on your credit card bill under that name.