

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 FALL REGISTRATION FORM or

[register yourself online in Populi](#)

**Registration \$75 (per class) Deadline: at time of registration**

**Withdrawal / Tuition \$300 (per class) Pay Deadline: 9/23.**

**[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.**
- 3a. **If Registering online, use automated email for approvals, each term.**
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 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.

**SYLLABUS , WITH BOOKLIST AND ASSIGNMENTS WILL BE POSTED TO THE MOODLE CLASS SITE**

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

Session	Course	Course Name
<b>MONDAYS SESSION 1 – PICK UP TO ONE CLASS</b>		
MONDAYS M1	<input type="checkbox"/> 121	Bible I: Introduction (both COS & also PML)
M1	<input type="checkbox"/> 321	Bible III: Gospels (both COS & also PML)
M1	<input type="checkbox"/> 521	Bible V: Acts, Epistles & Revelation
<b>MONDAYS SESSION 2 – PICK UP TO ONE CLASS</b>		
MONDAYS M2	<input type="checkbox"/> 221	Bible II: Torah and Israel's History
M2	<input type="checkbox"/> 421	Bible IV: Prophets, Psalms @ Wisdom Literature
<b>TUESDAYS SESSION 1 – PICK UP TO ONE CLASS</b>		
TUESDAYS T1	<input type="checkbox"/> 122	Theological Heritage I: Introduction (also PML)
T1	<input type="checkbox"/> 522	Theology in the Contemporary Church
<b>WEDNESDAYS SESSION 1 – PICK UP TO ONE CLASS</b>		
WEDNESDAYS W1	<input type="checkbox"/> 123	Formation and Discipleship (and also PML)
W1	<input type="checkbox"/> 323	Congregational Care (and also PML)
<b>THURSDAYS SESSION 1 – PICK UP TO ONE CLASS</b>		
THURSDAYS TH1	<input type="checkbox"/> 124	Transformative Leadership (and also PML)
TH1	<input type="checkbox"/> 524	Theological Reflection: Practice of Ministry

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. NOTE: FINAL WITHDRAWAL DATE IS THE DAY BEFORE YOUR 8HR ZOOM CLASS. NO TUITION REFUNDS AFTER THE FIRST DATE OF THE SEMESTER, BUT THIS FINAL WITHDRAWAL DATE GIVES YOU A W AND NOT AN F ON YOUR TRANSCRIPT.

**Payment:** Send payment separately, **note the term/class, i.e., COS FAL24 121. 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.

**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, Online/Zoom, and missing more than 20% may result in loss of credit and/or failing grade. 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 THE DAY BEFORE YOUR EIGHT HOUR CLASS DAY, although you forfeit the entire tuition and fee.**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**Please include signatures from your District Superintendent (DS) & Conference Local Pastor Registrar (LPR/BOM/dCOM). FOR EACH TERM**

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

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

Phone \_\_\_\_\_

Phone \_\_\_\_\_

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

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

\_\_\_\_\_  
District Superintendent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Pastor Registrar's signature

\_\_\_\_\_  
Date

Course	Course Name	ZOOM class- Synchronous - 6p to 8p CST (must be present)	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	Forums Week 2 questions - Asynchronous - due Wed & Fri	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	Withdrawal Date to receive "W", but NO refunds	ZOOM CLASS 8am-12pm (break) 1pm-5pm CST (must be present)	Assignment DUE - 10 page paper	Assignments DUE - 5 pages on practical ministry & 5 pages on reflection
121	Bible I: Introduction	MONDAY 9/23	MON 9/30	Post 10/9; Respond 10/11	MON 10/14	M 10/21	MON 10/21	MON 10/28	MONDAY 11/4
321	Bible III: Gospels	MONDAY 9/23	MON 9/30	Post 10/9; Respond 10/11	MON 10/14	M 10/21	MON 10/21	MON 10/28	MONDAY 11/4
521	Bible V: Acts, Epistles & Revelation	MONDAY 9/23	MON 9/30	Post 10/9; Respond 10/11	MON 10/14	M 10/21	MON 10/21	MON 10/28	MONDAY 11/4
221	Bible II: Torah and Israel's History	MONDAY 9/30	MON 10/7	Post 10/16; Respond 10/18	MON 10/21	M 10/30	MON 10/30	MON 11/4	MONDAY 11/11
421	Bible IV: Prophets, Psalms @ Wisdom Literature	MONDAY 9/30	MON 10/7	Post 10/16; Respond 10/18	MON 10/21	M 10/30	MON 10/30	MON 11/4	MONDAY 11/11
122	Theological Heritage I: Introduction	TUESDAY 9/24	TUE 10/1	Post 10/9; Respond 10/11	TUE 10/15	M 10/21	TUE 10/22	TUE 10/29	TUESDAY 11/5
522	Theology in the Contemporary Church	TUESDAY 9/24	TUE 10/1	Post 10/9; Respond 10/11	TUE 10/15	M 10/21	TUE 10/22	TUE 10/29	TUESDAY 11/5
123	Formation and Discipleship	WEDNESDAY 9/25	WED 10/2	Post 10/9; Respond 10/11	WED 10/16	M 10/21	WED 10/23	WED 10/30	WEDNESDAY 11/6
323	Congregational Care	WEDNESDAY 9/25	WED 10/2	Post 10/9; Respond 10/11	WED 10/16	M 10/21	WED 10/23	WED 10/30	WEDNESDAY 11/6
124	Transformative Leadership	THURSDAY 9/26	THU 10/3	Post 10/9; Respond 10/11	THU 10/17	M 10/21	THU 10/24	THU 10/31	THURSDAY 11/7
524	Theological Reflection: Practice of Ministry	THURSDAY 9/26	THU 10/3	Post 10/9; Respond 10/11	THU 10/17	M 10/21	THU 10/24	THU 10/31	THURSDAY 11/7

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  
2019-T forms disabled for this student Enable

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.

### 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 Jennifer

Last Name Smith

Email student@spst.edu

Phone 123-456-7890

Billing Address 123 Main

Kansas City

Missouri 64000

United States of America

Payment Amount 375.00

Payment Frequency This is a one-time payment

Payment Method  Electronic Check

Credit/Debit Card