

Diocese of Lansing and Siena Heights University

Theological Studies Program (TSP)

Introduction

The Diocese of Lansing provides intellectual formation for ministry primarily through a partnership with Siena Heights University. It is critical for Lay Ecclesial Ministers to have a solid foundation in theology and religious studies for the continued vibrancy of our church. Therefore the diocese, in order to encourage lay men and women to pursue theological studies, offers a tuition subsidy. It is our hope that parishes see the benefit of well-formed lay ecclesial leadership and offer to help fund the formation of their lay ministers as well. The diocesan subsidy can cover up to 25% of the student's total tuition.¹ The diocesan subsidy will be made available to those students who are enrolled in the Ministry Formation Program and who have fulfilled or are making every effort to fulfill the requirements listed under Application and Requirements. An assessment of the compliance with these requirements will be part of the yearly review with the Director of Lay Ministry or the Director of Deacons.

Fee Schedule (Revised March 2017)

These tuition rates are valid as of the 2017 summer semester. Please remember that the Diocese of Lansing receives a reduced tuition rate from the University. This is the new tuition schedule:

Tuition per Credit Hour: \$300

Technology Fee per Semester: \$128

Student Services Fee per Semester: \$37

Compliance Fee Per semester: \$16

*Blended Online Fee: \$96

*(Some courses will be designated as blended online courses which require an additional fee)

One 3-Credit Course

Tuition: \$900

Technology Fee: \$128

Service Fee: \$37

Compliance Fee: \$16

Total Tuition Owed: **\$1081.00**

If course is a Blended On-line course add \$95

(Total Tuition): **\$1177**

¹ When ministry formation was originally conceived, the plan was for parishes and students to split the cost 50-50. The original intent of diocesan subsidy was to help the student with their 50% of the tuition expense. Parishes are encouraged to contribute to the intellectual formation of their lay men and women even if they are not able to contribute the full 50%.

Students taking a second course within one semester only pay the additional tuition (the service fee and technology fee are a once per semester charge).

Recommended Breakdown (based on parish support at 50%, Student 25% and diocese 25%)

Diocesan Subsidy: \$270.25

Student/Parish: \$270.25 + \$540.50 = \$810.75

Blended On-line Course Recommended Breakdown is—

Diocesan Subsidy: \$294.25

Student/Parish: \$294.25 + \$588.50 = \$882.75

Registration process

All students will register for courses in the theological studies program online through the Siena Heights University MySiena portal. In order to register for a course, you must have a student id and password. If you are a new student, begin with the Process for New Students. If you are a returning student, begin with the process for Returning Students. If you have questions, contact Diane Arzberger at (517) 342-2465 or Deb Amato at (517) 342-2512.

Process for New Students

Potential Students will need to be admitted to Siena Heights University. Please contact Siena Heights University Lansing Campus at (517) 483-9726 or theology@sienaheights.edu to initiate the process of applying and establishing yourself in the program; this will lead to you being provided a username and password to MySiena

You will also need to establish a file with the Diocese of Lansing. Please complete the Ministry Formation [Application](#) Form found on the [diocesan website](#)ⁱ and send it to Diane Arzberger. Diane can be reached at (517) 342-2465 or darzberger@dioceseoflansing.org. You can fax your form to (517) 342-2468 or scan and email the form to Diane Arzberger.

Once you have completed these two steps, continue with the process for returning students.

Process for Returning Students

Returning Siena Heights University students must register for classes online at your [MySiena](#)ⁱⁱ portal. Once you login to MySiena, you will find the Registration option in the right column. Course options and descriptions can also be found at the MySiena portal. **The online process is only for course registration.**

Payment for TSP courses are made payable to the Diocese of Lansing. Payment for the Theological Studies Program should be sent to the Diocese of Lansing attention 'Registrar'. It is imperative that both the parish payment and the student payment come together with the signed [Diocesan Tuition Payment form](#). Payments are expected before the 2 week of class

begins. It is your responsibility to get your form to your parish as soon as you register for a class.

There are two ways to handle payment:

- 1) Submit your check made payable to the Diocese of Lansing to your parish clearly marked that the payment is for TSP courses. The parish can send your payment to the diocese with their payment and Diocesan Tuition Payment form. *OR*
- 2) Pay your portion of the tuition to your parish. Have the parish write the check for the total amount due and send to the diocese with the Diocesan Tuition Payment form.

Payments are to be sent to **Registrar, Diocese of Lansing, 228 North Walnut, Lansing, MI 48933.**

You must fill out a [Diocesan Tuition Payment form](#)ⁱⁱⁱ even if you are not receiving any subsidy and submit the form with your payment to the diocese. Please do not send Payment Forms without payment.

If your parish is subsidizing your tuition, it is your responsibility to ensure that the parish business manager has the Diocese Tuition Payment form with the pastor's signature. This form serves as the invoice for the parish. No other invoice will be sent to your parish.

Your account must be up to date before you will be allowed to take another class.

Questions may be directed to Deborah Amato, (517) 342-2512 or damato@dioceseoflansing.org or to Diane Arzberger, (517) 342-2465, arivet@dioceseoflansing.org.

We pray that your intellectual formation through Siena Heights University will be fruitful for you, your parish and the diocese.

Deb Amato

ⁱ http://www.dioceseoflansing.org/sites/default/files/files/Ministry_Formation_Application.pdf

ⁱⁱ https://mysiena.sienaheights.edu/ICS/Departments_and_Offices/Theological_Studies/

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<http://www.dioceseoflansing.org/sites/default/files/files/Diocesan%20Tuition%20Payment%20Form%281%29.pdf>