

Saint Paul School of Theology – COS  
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Leawood, KS 66224  
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[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](#)**

## 2025 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: 1/16/25.  
**[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 or Primary phone \_\_\_\_\_

Primary Phone  Home  Work  Cell

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

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

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

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

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

Preferred Pronoun (optional):  He/Him/His  She/Her/Hers  They/Them/Theirs

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

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

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

**TRANSCRIPT** is REQUIRED for proof of 121/122 for 1<sup>st</sup> time registrant.

### 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>THURSDAYS SESSION 1 – PICK UP TO ONE CLASS</b>		
THURSDAYS Th1	<input type="checkbox"/> 221	Bible II: Torah and Israel’s History
Th1	<input type="checkbox"/> 224	Administration and Polity (both COS & also PML)
Th1	<input type="checkbox"/> 321	Bible III: Gospels (both COS & also PML)
Th1	<input type="checkbox"/> 323	Congregational Care (both COS & also PML)
Th1	<input type="checkbox"/> 421	Bible IV: Prophets, Psalms and Wisdom Literature
Th1	<input type="checkbox"/> 422	Theological Heritage IV: Wesleyan Movement (both COS & also PML)
Th1	<input type="checkbox"/> 522	Theology in the Contemporary Church
Th1	<input type="checkbox"/> 523	Evangelism (possible morning hours-check syllabus)

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 WITHDRAWL DATE GIVES YOU A W AND NOT AN F ON YOUR TRANSCRIPT.

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

**Photo / Social Media release:** Do you approve of your picture and/or name, either in a group setting, classroom setting, worship setting, zoom 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**

SAINT PAUL SCHOOL OF THEOLOGY - COURSE OF STUDY - WINTER 2025 - JAN & FEB - 6 WEEK ONLINE INTENSIVE									
Course	Course Name	DROP DATE ALL CLASSES Tuition Due / Refundable	ZOOM class- Synchronous - 6p to 8p CST (must be present)	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	FORUM WEEKS - 4 questions with posts & responses due inside ONE WEEK	Withdrawal Date to receive "W", but NO refunds	ZOOM CLASS 8am-12pm 1pm-5pm CST (must be present via zoom)	Assignment DUE - One 10 page paper on textbooks	Assignments DUE - Two papers due - 5 pages on practical ministry & 5 pages on reflection
<b>THURSDAYS</b>									
221	Bible II: Torah & Israel's History	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
224	Administration & Polity	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
321	Bible III: Gospels	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
323	Congregational Care	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
421	Bible IV: Prophets, Psalms, & Wisdom Literature	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
422	Theological Heritage IV: Wesleyan Movement	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
522	Theology in the Contemporary Church	01/16	THURSDAY 1/16	Thu 1/23	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
523 !	Evangelism	01/16	THURSDAY 1/16 !	Thu 1/23 !	M 1/27 - W 2/5	Wed 2/5	Thu 2/6	Thu 2/13	Thu 2/20
<b>! - 523 may have morning hours</b>									rev. 05/01/24
MLK Mon 1/20/25; O&F BOM INTERVIEWS week of 1/27 or 2/3/25; LENT starts 3/5/25; HOLY WEEK - 4/13/25-4/20/2025;									
SYNCHRONOUS 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.									

2025

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

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.