

Saint Paul School of Theology – COS
13720 Roe Ave, Bldg C, #C139
Leawood, KS 66224
Ph (913) 253-5051 ·

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 SPRING REGISTRATION FORM

Or [register yourself online in Populi](#)

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

Withdrawal / Tuition \$300 (per class) Pay Deadline: **3/31/25.**

[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 phone _____

Current Email _____

Mailing address _____

City _____ State _____ Zip _____

Date of birth _____

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

RACE / Ethnicity (optional): _____

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

GBHEM 6-digit PID #: _____

Email cosregistrar@gbhem.org if you need your PID #

TRANSCRIPT is REQUIRED for proof of **121/122** for 1st time Saint Paul 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:

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 _____

Enrollment: You may choose **ONLY 1 (ONE) CLASS** per session (color coded) (up to 4 classes) FOR THIS SPRING 2025 TERM.

SESSION	Course	Course Name
MONDAYS SESSION 1 – PICK UP TO ONE CLASS		
MONDAYS M1	<input type="checkbox"/> 121	Bible I: Introduction
TUESDAYS SESSION 1 – PICK UP TO ONE CLASS		
TUESDAYS T1	<input type="checkbox"/> 122	Theological Heritage I: Introduction
T1	<input type="checkbox"/> 222	Theological Heritage II: Early Church
T1	<input type="checkbox"/> 322	Theological Heritage III: Medieval-Reformation
T1	<input type="checkbox"/> 422	Theological Heritage IV: Wesleyan Movement

SESSION	Course	Course Name
WEDNESDAYS SESSION 1 – PICK UP TO ONE CLASS		
WEDNESDAYS W1	<input type="checkbox"/> 223	Worship and Sacraments
W1	<input type="checkbox"/> 423	Mission
W1	<input type="checkbox"/> 523	Evangelism
THURSDAYS SESSION 1 – PICK UP TO ONE CLASS		
THURSDAYS TH1	<input type="checkbox"/> 224	Administration and Polity
TH1	<input type="checkbox"/> 324	Preaching
TH1	<input type="checkbox"/> 424	Ethics

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 SPR 122**. **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) 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 _____

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"

Summary
Pay Now 0.00
Total Balance 0.00

Payment Information
First Name: Jennifer
Last Name: Smith
Email: student@spst.edu
Phone: 123-456-7890

Payment Amount
375.00

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.

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

Please complete this form and keep a copy for your records. 16-Jan-25