

UNDERGRADUATE CATECHETICAL DIPLOMA PROGRAM APPLICATION FORM

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| <p style="text-align: center; font-weight: bold; font-size: 1.2em;">THE CATHOLIC DISTANCE UNIVERSITY</p> <hr/> <p style="text-align: center; font-style: italic;">Lifelong Learning in the Faith Through Distance Education</p> <p style="text-align: center; font-size: 0.8em;">120 East Colonial Highway, Hamilton, VA 20158-9012; Phone: (540) 338-2700; Fax: (540) 338-4788; E-mail: admissions@cdu.edu; Web: www.cdu.edu</p> | <p style="text-align: center; font-size: 0.8em;">PLEASE DO NOT WRITE IN THIS SPACE</p> <hr/> <hr/> <hr/> <p style="text-align: center; font-size: 0.8em;">DATE ACCEPTED _____</p> |
|---|---|

"The definitive aim of catechesis is to put people not only in touch but in communication, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity."

Pope John Paul II
Catechesi Tradendae, #5

THE CATHOLIC DISTANCE UNIVERSITY (CDU) is pleased to offer the Catechetical Diploma Program through distance education. The program is nationally accredited and officially approved by the Vatican Congregation for the Clergy. This program is the first of its kind in the United States to provide catechetical formation and teacher training exclusively through distance education.

The Catechetical Diploma is a special teaching certificate granted to those who have attained an appropriate level of knowledge of the Catholic Faith. The diploma is issued around the world by institutes approved by the Vatican Congregation for the Clergy. CDU remains the only institution entrusted to offer this notable ecclesiastical certificate using distance education in the U.S.

DIRECTIONS

To enroll in the Catechetical Diploma Program, please print or type all sections of this application. Include payment or credit card information and remember to sign the form. Please mail or fax (credit card only) to CDU. Failure to complete all sections of the application may affect your acceptance in the program.

A. CONTACT INFORMATION

TITLE: Mr. Mrs. Ms. Miss Doctor Sister Brother Deacon Other Title (please specify): _____

SOCIAL SECURITY #: _____ - _____ - _____ MAIDEN NAME(if applicable): _____

NAME: _____
First Middle Last Suffix

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

DIOCESE: _____ DOB: _____ SEX: M F

PHONE Home: _____ Business: _____ Cell: _____

E-MAIL ADDRESS: _____ FAX: _____

HIGHEST EDUCATION COMPLETED: HSD AA BA/BS MA/MS PhD Other: _____

WHERE DID YOU FIRST HEAR ABOUT CDU? _____

B. ADMISSION REQUIREMENTS

The student must have a minimum of a High School Diploma, and it is recommended that the student come with some college experience. When enrolling in the program, the student must provide official transcripts validating the education completed.

The student must send this completed application form, a letter of recommendation, and a non-refundable application fee of \$100 to CDU. The student will be notified in writing of acceptance into the Catechetical Diploma program.

C. EDUCATION

HIGH SCHOOL: _____
Name Address

_____ Diploma Date

COLLEGE: _____
Name Address

_____ Diploma Date

MASTERS: _____
Name Address

_____ Diploma Date

DOCTORATE: _____
Name Address

_____ Diploma Date

OTHER: _____
Name Address

_____ Diploma Date

D. CERTIFICATION

I attest to the character and academic suitability of _____
for this program and recommend him/her without qualification.

NAME: _____ TITLE: _____
(Clergy, chaplain or superior)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

PHONE: _____ Fax: _____

SIGNATURE: _____

E. TUITION AND FEES

BE SURE TO REVIEW THE ATTACHED SCHEDULE OF TUITION AND FEES.

F. APPLICATION FEE

Voluntary Tax-Deductible Contribution \$ _____

CDU is a nonprofit educational institution. Tuition covers only a portion of the cost of CDU's program.
Your tax-deductible donation will be used for scholarships and new course development.

Non Refundable Application Fee \$ 100.00

TOTAL ENCLOSED (U.S. Funds only) \$ _____

G. PAYMENT INFORMATION

PAYMENT TYPE: Check/Money Order VISA MasterCard American Express Discover Card

NAME (as it appears on card): _____

CARD #: _____ EXPIRATION DATE: _____

SIGNATURE: _____ TOTAL: \$ _____

H. COURSE OF STUDY

Courses in the Catechetical Diploma Program are taken for undergraduate credit. Students must successfully complete **36 credits** to attain this special recognition as a qualified teacher of the Catholic Faith. The completion date for the Catechetical Diploma Program is **six (6) years** from acceptance into the program with 1 year paid extension of \$200.

See our Catalog and Web site (www.cdu.edu) for specific course requirements and up-to-date course offerings. Upon enrollment in the first course, students are to review the online Student Handbook including the Code of Conduct and the Online Discussion Rules under which the University operates.

H. ADDITIONAL REQUIREMENTS

- Students must maintain a minimum 2.0 grade point average, throughout the program.
- Students will be required to complete a catechetical project (e.g., essay, paper or lesson plan 8-10 pages).
- Students will be required to take a comprehensive examination covering all 12 courses.

I. TEACHING GOALS

Please explain why you want to earn the Catechetical Diploma. Include information about any work you may be doing in the field of religious education or hope to do, and explain how the Catechetical Diploma Program will help you fulfill your future plans. List any awards or recognition you have received that may be pertinent to your teaching.

J. AGREEMENT AND SIGNATURE

I have read, understand, and agree to all the policies and procedures stated in the catalog and on this application form. I certify that all the statements in this application are complete and true.

SIGNATURE: _____ DATE: _____

SCHEDULE OF TUITION AND FEES

| Credit/Course Tuition | | Effective 7.5.11 - 6.30.12 |
|---|--|----------------------------|
| Graduate courses | | \$450 per credit hour |
| Undergraduate courses (including Associate program courses) | | \$290 per credit hour |
| Continuing education courses | | \$165 per course |
| Graduate online seminar course | | \$450 per seminar |
| Undergraduate online seminar course | | \$290 per seminar |
| Continuing education seminar | | \$165 per seminar |

| Annual Technology Fee | | Effective 7.5.11 - 12.30.11 |
|-----------------------|--|-----------------------------|
| Technology* | | \$165 |

Beginning with courses and seminars offered for the January 2012 trimester, the technology fee will be \$25 per credit, to be assessed at the time of registration. Beginning July 5, 2011 effective for the remainder of the 2011 calendar year, students who enroll for the first time in 2011 for a 3-credit course that begins in 2011 will be assessed a technology fee of \$82.50 at the time of enrollment.

| Program Application Fees (non-refundable) | | Effective 7.5.11 - 6.30.12 |
|--|--|----------------------------|
| MA program application | | \$150 |
| MA program one year extension | | \$500 |
| BA completion program application | | \$100 |
| BA program one year extension | | \$200 |
| Catechetical Diploma program application | | \$100 |
| Catechetical Diploma program one year extension | | \$200 |
| Associate of Arts degree application | | \$50 |
| Advanced Catechist Certificate program application | | \$75 |

| General Fees | | Effective 7.5.11 - 6.30.12 |
|--|--|----------------------------|
| Three- or four-month payment plan | | \$30 |
| Copy of official transcript | | \$10 |
| Late enrollment fee* | | \$75 |
| Academic credit paper courses: Fee for printing/handling/shipping | | \$100 per course |

Tuition is set by the Board of Trustees and is subject to change without notice. Tuition for all courses and programs is accepted in U.S. currency only.

Withdrawing From a Course or a Program

A student may terminate enrollment in an individual course at any time by notifying the university; however, a student is advised to do so in writing for his or her own protection. Refunds will be granted on request, according to the program satisfactory policy. Written withdrawal request should be sent to the appropriate registrar at The Catholic Distance University, 120 East Colonial Highway, Hamilton, VA 20158. To view CDU's [satisfaction and refund policy](#) see the enrollment form.



OFFICIAL TRANSCRIPT DIRECTIONS

Please do one of the following:

- ***If you are enrolling in an undergraduate credit course at The Catholic Distance University, CDU requires an unofficial transcript of undergraduate work completed or proof of a high school diploma (or its equivalent).***
- ***If you are applying for acceptance into the Bachelor of Arts Degree Program, CDU requires official transcript of all undergraduate work completed.***
- ***If you are applying for acceptance into the Master's Degree Program, CDU requires an official transcript of your highest degree attained.***
- ***If you are enrolling in a graduate course and not in the Master's Degree Program, an unofficial copy is acceptable.***

All transcripts must be sent directly from the university, college, or school to CDU at the following address.

Director of Admissions
The Catholic Distance University
120 East Colonial Highway
Hamilton, Virginia 20158-9012

(Unofficial copy may be Faxed: 540-338-4788 or
Emailed: admissions@cdu.edu)