



## Course of Study Local Pastor Responsibilities

- Send complete application form for the Course of Study class to COS Registrar Cindy Muder at PO Box 207, Washington Mills NY 13479, or [candidacy@unyumc.org](mailto:candidacy@unyumc.org).
- The completed application must be signed by the student's District Superintendent. For any of Wesley Schools, the registration can be emailed to [candidacy@unyumc.org](mailto:candidacy@unyumc.org).
- For all other schools please mail to registrar and include a pre-addressed stamped envelope to forward to the school.
- Fill out Part 1 of the COS Grade Report Request form (found on BOM website) and give to your professor.
- Take the class, enjoy! Learn!
- Once you have received the completed COS Grade Request Form, fill out the COS Reimbursement form. (This is found on the BOM website.) Send the Reimbursement form, along with completed COS Grade report form, to the COS Registrar.
- Reimbursement as delineated in the BOM reimbursement policy will be sent to you from the conference office.