



*The West Virginia Institute
for Spirituality
Sabbatical Program*

Please
Attach
Photo
Of
Self
Here

APPLICATION FORM

Please type or print information

NAME _____
Last First MI

ADDRESS _____
Street City/State/Zip

Province/Region Country

Date of Birth / / Telephone _____ Email _____

A letter from a person who knows you well:

Name of approving person _____ Title _____

ADDRESS _____
Street City/State/Zip

Province/Region Country Email

**The West Virginia Institute for Spirituality 1601 Virginia Street, East Charleston, WV 25311
Phone: 304-345-0926 Fax: 304-345-8208 Email: wviscr@aol.com (Sister Carole Riley, CDP, PhD)
Website: wvis.org Facebook: The West Virginia Institute for Spirituality**

Please make sure you complete the following, then sign and date it when all the steps have been completed.

I have read the Sabbatical program information and I believe I qualify for participation.
I am applying for the Sabbatical to be held: (during any 12 week period or less –
please specify what date you are considering)

_____ (Date)

1. A registration fee of \$50 (USD) is to accompany this form. This fee is only refundable if the application is not accepted.
2. Please write a 1– 2 page, typed (double spaced) autobiography, including your reasons for applying for a Sabbatical Program at this time.
3. Enclose with application form, two letters of recommendation: one from your Provincial/Congregational Superior/Bishop/Priest/Pastor/Spiritual Director and one from another person who knows you well. Please have these letters sent, at your earliest convenience to:

**Sr. Carole Riley, CDP, Ph.D., Executive Director WVIS
Sabbatical Admission
1601 Virginia Street, E.
Charleston, West Virginia 25311
USA**

4. Also enclose a recent and thorough medical examination.
5. Attach to application form a recent photograph of yourself for identification purposes.

Total payment for the Sabbatical is \$132.00 (USD) **per night** for private accommodations and private bath (USD) or \$100.00 (USD) **per night** for private room and shared bath in Main House. You will be notified regarding your acceptance. At that point, you are to send a check in the amount of \$300.00 to reserve your place. The balance must be paid no later than 2 weeks before the start date of the Sabbatical.

Please make all payments in U.S. dollars. Thank you.
Make checks payable: WVIS or The West Virginia Institute for Spirituality
Credit card payments: contact WVIS at 304-345-0926
Paypal/Square Cash also accepted.

Signed

Date

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