

# Education assistance policy example

## Administration

The scholarship committee shall have four members appointed by the leadership selection committee. One member should be from the education committee. The other three appointees shall serve rotating three-year terms.

The committee shall: 1) promote contributions to the fund; 2) notify prospective scholarship candidates and the congregation of its programs and activities; 3) encourage attendance at church schools; 4) receive applications; and 5) administer distribution of monies in the fund.

Changes to these guidelines must be approved by the Church Council.

## Application

Grants shall be awarded to attenders of our church or their children who will be enrolled as full-time students attending church schools. Generally, it is assumed that a person is not eligible to receive a grant until having been affiliated with the church for two years.

Special or exceptional cases should be submitted to the committee for consideration. Academic standing is not a factor, although a student is expected to make satisfactory progress towards graduating.

Applications must be submitted annually. In general, no more than a total of four academic year grants will be made to one individual. Exceptions may be made for students attending a church seminary.

## Grant amount

The budgeted amount for any one academic year shall be at least \$1,000. If additional money is provided through a fundraiser or designated giving, it shall be added over and above the budgeted amount.

The amount of the grant is determined each year by the scholarship committee and is handled as part of the budget-making process. The scholarship and stewardship committees evaluate each year whether the amount of the grant should be increased.

Since it is intended that the grant is to cover tuition fees, the amount of this grant shall not exceed that amount necessary to complete the payment of tuition should the recipient receive financial aid from another source.

## Distribution of grants

Grants awarded shall be forwarded directly to the appropriate school to be applied to the account of the student.