

[Church Name]

Scholarship Policy and Guidelines

General Principles:

These general principles and are to be used for all scholarship funds held by [Church Name].

The purpose of these scholarships is to assist recipients with their higher education of training.’

Scholarship awards are not intended to cover the full cost of school for any applicant. There may be several scholarship awards in any one year depending on the number of applicants and the amount of money available to be determined by the Scholarship Committee.

The Church Scholarship Committee consisting of three members of [Church Name] shall be established. The [Church Name] shall annually ratify members of this committee.

Principles Guiding Awards for Specific Scholarship Funds:

[Church Name] currently holds two scholarship funds. The [Scholarship Name] is in memory of [Names in memory of], and the [Scholarship Name] is in memory of [Names in memory of].

[Scholarship Name]

This scholarship may be used for any legitimate higher education expenses including tuition, books and travel. It may be awarded to returning students. It may be awarded to an applicant for post-graduate training requiring formal academic study. Study may be full or part-time students. Awards from this fund may also be made toward continuing educations endeavors, such as workshops. Such awards may be paid directly to the student.

[Scholarship Name]

This scholarship can only be awarded to a high school senior or seniors each year. [Scholarship Name] awards are designated as tuition only and will be paid directly to the recipient’s school of choice upon verification of acceptance.

Housekeeping Procedures:

As early as possible in the New Year, the members of the Scholarship Committee should be made aware of the policy and guidelines, of the amount of funds available, and whether there are any restrictions on the amount available for the current year. The committee will make this information available to the Church Board.

A first meeting of the committee should be held as early as possible in the New Year either in person or by electronic media.

Forms and applications should be made available to interested students by [Deadline Date]. The Youth Minister will make applications available to high school seniors for the [Scholarship Name].

Complete applications should be returned to the church office by [Deadline Date].

The committee then meets to review the applications, will interview student(s), if necessary and then make their decision.

The recipient(s) of the scholarship should be informed as after [Date] as possible. At this time, a note should be sent to the recipient's high school, if a high school student, so that the information can be included in that school's list of scholarships received.

Plans need to be made at this time for the acknowledgment of the recipients during a worship service.

It's the responsibility of the recipient to inform the church of which institution he/she plans to attend if he/she is awarded the [Scholarship Name], when he/she is registered and is in attendance.

At this time, the fund will be sent directly to the institution and the students will be informed that his has been done.

Selection Criteria and Recommendations:

The goal is to award all qualified applicants, not to have to choose according to their "need" or "merit".

The criteria include the following:

- A completed application including application form, two letters of recommendation, a personal essay and official transcript.
- A determination that the candidate has a reasonable chance to be successful in college.
- The applicant has an active relationship with [Church Name].

The [Scholarship Name] awards should be determined by the amount the Scholarship Committee recommends is prudent to be awarded. This will be around 4% of the account balance for the continuation of the fund's capital.

Instructions for Applicant:

1. Read the guidelines carefully.
2. Submit a personal statement/essay of no more than three typewritten pages that reflects your goals, motivation, reasons why you should be awarded the scholarship and an introduction of yourself to the committee who will review your application.
3. All application forms and materials should be typed.
4. All material and completed application forms must be placed in a manila folder with your name, address and telephone number clearly marked on the outside.
5. Deliver your application and required materials to [Church Name and Address] on or before [Deadline Date] of any calendar year.
6. An official transcript(s) and letters of recommendation must arrive at [Church Name] on or before the closing date of application [Closing Deadline Date].

Eligible Requirements:

1. The applicant must have maintained an active relationship with [Church Name].
2. There shall be no age restrictions except for the [Scholarship Name] which specifies that the applicant must be a graduating high school senior.
3. The applicant must have applied to his/her school of choice and must provide documentation of acceptance before an award is confirmed.
4. The [Scholarship Name] award shall be deposited to the recipient's school of choice upon delivered verification of registration to [Church Name] Scholarship Review Committee and/or bookkeeper.

Application Forms:

1. Application forms will be available after [Date] each year. All applications must be returned to [Church Name] on or before [Deadline Date] of the same year. Applicants will be notified of awards after [Date] of the same year.
2. A new application form and required materials must be submitted each time the applicant applies for the [Scholarship Name].
 - a. IF a successful candidate wishes, consideration for a subsequent year, he/she must meet the application criteria and include a statement of progress toward completion.
 - b. IF a previously unsuccessful candidate wishes reconsideration, he/she must meet the application criteria and include a statement of interim progress.

Accompanying Forms:

1. Each application must be accompanied by a personal essay/statement, not to exceed three typewritten pages, which must include the education goals of the applicant, motivation, why the applicant feels he/she should receive the scholarship, and a personal profile of introduction. Applicants are encouraged to submit other material, which they consider relevant.
2. Each application must have two written recommendations to be mailed directly to [Church Name] office. The recommendation shall include:
 - a. Recommendation from a high school teacher or college professor.
 - b. Recommendation from an employer or [Church Name] member.

3. A recent official transcript – high school and/or college.
4. All parts of the application must be received at [Church Name] on or before [Deadline Date].

Interview:

The Church Scholarship Review Committee may require an interview with the applicants. Applicants will be notified by telephone, email or letter of their interview date and time. All interviews shall be completed prior to the [Deadline Date] of the application year.

SIGNATURES

Scholarship Applicant

Scholarship Review Committee

Senior Pastor

Revised: _____