

REFORMED SEMINARY SCHOLARSHIP ELIGIBILITY POLICY

General Information

This manual outlines the processes and procedures for awarding endowment scholarships. Freshman and transfer institutional scholarships are used for recruiting purposes and will follow a fair and equitable process.

Reformed Seminary is proud to honor academically talented and exceptionally skilled students with a variety of scholarships and awards. Limited scholarships are available and the applicants' standings will be evaluated by the Academic and Judicial Faculty Committee for its recommendations for scholarship eligibility to the President and the Board. If you like to apply, please fill out a Scholarship Application Form available at the Office of Student Affairs. The followings are the available scholarships from Reformed Seminary:

- President's Scholarship
- Board of Trustees' Tuition Assistance
- Academic Achievement Scholarship
- Tuition Assistance for Ministers
- Need-Based Tuition Assistance

Scholarship Policy

The formation of an official Academic and Judicial Faculty Committee is needed to ensure that Seminary-wide scholarship awards are made in accordance with procedures that ensure compliance with a fair and equitable application and awarding process for all eligible students. This is needed to maximize the utilization of scholarships to recruit and to retain students and to align the selection process with the awarding of financial aid packages. This committee will develop recommendations, guidelines, and policy considerations relating to scholarship awards.

The Seminary Academic and Judicial Faculty Committee will be charged with the responsibility of reviewing policies and procedures related to the application and selection process of Seminary scholarships. This Committee will work closely with their respective administrative offices and departments to select recipients for those scholarships with subjective scholarship criteria. This Committee will be comprised of Student Affairs Dean and Department Heads representing all colleges on campus.

Members of the Seminary Academic and Judicial Faculty Committee will be appointed by President. Voting Membership: all committee members who are faculty members. The Chair of this Committee will be a faculty member appointed by President and will serve a two-year term. Other committee members: Dean of Student Affairs, Registrar, Director, Office of Financial Aid, Dean of Academic Affairs, (ex officio).

Seminary Academic and Judicial Faculty Committee Members will be responsible for meeting with their respective colleges and disseminating scholarship application information to their departmental committees for the purpose of awarding scholarships.

Scholarship Application Policy

Students who are interested in applying for scholarships for the upcoming academic year (fall and spring semesters) must complete and submit a Scholarship Application Form to the Office of Student Affairs during the normal registration period per semester. Students may apply for scholarships when they have started the application process for admission to the Seminary.

It is the student's responsibility to visit the departmental website for the degree desired to determine if additional information must be enclosed or attached to his or her scholarship application.

All scholarship application forms will be retained both in a paper format and in an electronic format by the Office of Student Affairs.

Scholarship Acceptance and Terms

Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing Reformed Seminary scholarships. Every student's financial award package (scholarships, gift and need-based assistance) is subject to audit with the final determination to be made by President in compliance with federal aid regulations. The total of **all** Reformed Seminary Scholarship funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation.

- Full-time enrollment (or program equivalency) is required for all Reformed Seminary scholarship recipients.
- Renewable awards are contingent upon maintaining a minimum grade point average, completion of the donor appreciation letter and meeting all other conditions of the renewal criteria as specified.

Scholarship Selection Process

Scholarship awards are made for one academic semester with the exception of renewable scholarships. Students will receive one scholarship disbursement per semester. Please note: The aforementioned process does not replace the donor's intent as outlined in the specified scholarship criteria.

The Office of Student Affairs will receive all scholarship application forms and detailed scholarship report including funding amounts and criteria to award for the upcoming academic year. The Seminary Academic and Judicial Faculty Committee is responsible for disseminating this information to their respective colleges or departments for review.

Each Academic and Judicial Faculty Committee Member is responsible for submitting their respective department's ranking forms along with a list of scholarship recipients to the Office of Financial Aid and Scholarships by a pre-determined deadline date. The Seminary Academic and Judicial Faculty Committee will have a minimum of two-work-weeks to convene to assess applicants and select recipients for recommendation after being provided all qualifying application materials.

The President, upon receipt of Academic and Judicial Faculty Committee's recommendations for scholarship, forward and report to the Board meeting for its final determination. The due date for this determination process is the first day of a semester for immediate scholarship award and reimbursement.

SCHOLARSHIPS

President Scholarship

The most prestigious awards offered by the Reformed Seminary, President Scholarship, provide outstanding recipients with four-year, annually renewable awards valued at \$20,000.00 over a four-year period. Recipients must maintain a minimum 2.0 cumulative grade point average. This scholarship is available for eight consecutive semesters with a minimum of 15 hours per semester.

These Leadership awards are based on leadership experience gained in high school, college, clubs, employment, community service, etc. Students applying for these

scholarships must submit a resume outlining leadership capacities in which they have served and a two page essay detailing what they have learned from those experiences.

Students applying for these scholarships must complete an application/interview process highlighting relevant leadership positions and community service experiences. They must also share their desired contribution to Reformed Seminary and the community through this position.

Academic Achievement Scholarship

Valued at up to the cost of one-half tuition for up to four years of full-time study. The Academic Achievement Scholarship is awarded to full-time students maintaining a minimum 3.7 grade point average each semester and must maintain a workload allowing for prompt graduation. This scholarship is based on semester-by-semester award and it is not automatically renewed.

The Academic and Judicial Faculty Committee, with student information on academic achievement and recommendations from faculty members at Reformed Seminary, will consider the eligibility for this scholarship and recommend the applicants to the Board through the President for its final decision on granting.

The number of recipients is in accordance with the limited source of fund granted by the annual budget each academic year, and usually, the institution grants this scholarship at least one academically renowned student per department per semester.

Tuition Assistance for Ministers

Valued at up to one-half cost of full tuition for up to four year, renewable for four years of full-time study. The applicants may have to submit evidence of Certificate of Ordination and the proof of employment with a minimum ministry experience of one full year. Recipients must maintain a minimum 3.0 grade point average each semester and must maintain a workload allowing for prompt graduation.

Board of Trustees' Tuition Assistance

Valued at up to one-half cost of full tuition for up to four year, renewable for four years of full-time study. This is a scholarship to full-time enrolled students whose volunteer efforts have made a difference in their communities and who have been active in community service. This scholarship is awarded to full-time students maintaining a minimum 3.5 grade point average and minimum enrollment requirement of one academic year.

Applicants are asked to write an essay of no more than 250 words, or to record a video up to 60-seconds, explaining the responsibility and leadership skills they have developed through their community service experience.

Any community service experience may not involve any rewards, monetary benefit, or any incentives for job placement to be considered eligible for this scholarship.

Need-Based Scholarship

Valued at up to one-quarter cost of full tuition for up to four year, renewable for four years of full-time study. The Need-Based Scholarship is awarded to full-time students with clear financial needs. Recipients must maintain a minimum 3.5 grade point average each semester and must maintain a workload allowing for prompt graduation.

Student Athletes

Though Reformed Seminary is not offering any athletic program momentarily, Student-athletes are subject to all NCAA regulations and guidelines. Individual scholarships may be adjusted to ensure compliance with these rules and regulations.

Academic Integrity

Academic integrity is a fundamental concept underlying the educational enterprise of the Seminary. We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions. All Students are expected to abide by the principles of academic integrity and the Seminary Student Code of Conduct.

All programs, policies & procedures described are subject to change. All statements in this publication concerning requirements, dollar amounts, proportions, conditions or other matters are for informational purposes only and are subject to change without notice.

Continued Eligibility

After fall official grades are determined, warning letters will be sent to scholarship recipients who have GPA and enrollment status issues.

Satisfactory Academic Progress (SAP) [completed hours and Grade Point Average (GPA)] will be checked yearly at the end of the spring semester. The SAP process will not replace the donor requirements as specified in their outlined scholarship criteria.

A SAP notification letter will be sent to all students who did not maintain their scholarship eligibility requirements for the academic year. This notification informs students of the scholarship appeals process.

Scholarship Appeal Process

Notification letters will advise students regarding the appeals process.

The Seminary Academic and Judicial Faculty Committee will review all scholarship appeals submitted to the Office of Student Affairs.

The Seminary Academic and Judicial Faculty Committee is appointed every year by the Seminary President.

Contacts and More Information

Incomplete applications may not be considered for awards. The student is responsible to make sure all items needed for consideration are included and received. If you have any questions, contact the Office of Student Affairs at **770-232-2717** .

Mail Completed Application to:

Dean, Student Affairs
Reformed Seminary
2385 Pleasant Hill Rd., Duluth, GA 30096

Enc. Scholarship Application Form

Enc. Sample Letter Forms



REFORMED SEMINARY
2385 Pleasant Hill Rd., Duluth, GA 30096
Tel: 770-232-2717 Fax: 770-232-2750

Scholarship Application

Please **print in ink or type** all information. To be eligible for scholarship or grant, your completed application **MUST** be submitted **during the registration period** of each semester to the **Office of Student Affairs**. Scholarship finalists may be interviewed before the Academic Standing Faculty Committee for its recommendations to the President and the Board.

SECTION I GENERAL INFORMATION OF AN APPLICANT

Name (Last, First): _____ Date of Birth (mm/dd/yyyy): _____
Class (Check One): Undergraduate program / Graduate program Major: _____

Permanent Address: _____
Street Address, City, State, Zip

Phone #: (_____) _____ Social Security Number: _____

Overall GPA (4.0 Scale) _____ GPA for the previous semester (4.0 Scale) _____

Number of credit hours you are enrolled in the last semester _____

Number of credit hours you plan to be enrolled in next semester _____

SECTION II SCHOLARSHIP APPLIED (Please Check ONE Scholarship Applied)

- | | | |
|---|---------------------------|-------------------|
| <input type="checkbox"/> PRESIDENT SCHOLARSHIP | - On Leadership Purpose | - 100% of Tuition |
| <input type="checkbox"/> ACADEMIC ACHIEVEMENT SCHOLARSHIP | - On Academic Achievement | - 50% of Tuition |
| <input type="checkbox"/> TUITION ASSISTANCE FOR MINISTERS | - On Ministry Assistance | - 50% of Tuition |
| <input type="checkbox"/> BOARD OF TRUSTEES TUITION ASSISTANCE | - On Citizenship/Merit | - 50% of Tuition |
| <input type="checkbox"/> NEED-BASED SCHOLARSHIP | - On Economic Hardship | - 25% of Tuition |

SECTION III CHECK LIST

In order to proceed with your application, the following documents or evidence **MUST** be submitted to the Office of Student Affairs for eligibility consideration:

- ✓ Application for Scholarship
- ✓ Personal Statement (*Explaining the bases for scholarship application*)
- ✓ Letter(S) of Recommendations (*at least one*)
- ✓ Certificate of Ordination (*if applying for Tuition Assistance for Ministers*)
- ✓ Proof of economic hardship ad financial difficulties (*if applying for need-based scholarship*)

SECTION IV ACTIVITIES

Name of Curricular and Non-Curricular Activities: _____ Position: _____
Professionally related Internships or other volunteer activities (*State N/A if not applicable*): _____

Honors and Award-Community, Civic, Social organizations, or Related to Major (*State N/A if not applicable*): _____

List ALL scholarships and grants that have already been awarded to you:

Source: _____ Amount: _____ (US) Term: _____
Source: _____ Amount: _____ (US) Term: _____

I certify that the information provided above is true and correct to the best of my knowledge, and as I sign this form, I am in agreement with any and all Reformed Seminary regulations and conditions for scholarship and other benefits.

Applicant's Signature: _____

Date: _____

SAMPLE LETTER

Scholarship Award Letter

Date

Student Name

Street Address

City, State Zip Code

Dear Student,

Congratulations! You have been selected to receive the _____ **Scholarship**, valued at a total of \$_____, beginning in the _____ semester of _____.

The _____ **Scholarship** is an award totaling \$4,000 toward your baccalaureate degree. This will be awarded in the amount of \$1,000 per academic year (\$500 per fall/spring semester) for up to four years or until a baccalaureate degree is conferred as long as criteria (12 semester credit hours and a 3.0 g.p.a.) is met prior to each award year.

Please complete and return the enclosed acceptance form to the Office of Student Affairs by June 17, 2013. If you have any questions, please contact the Office of Student Affairs at 770-232-2717 or student_affairs@trsusa.org. ***Please make a copy of the acceptance form for your records.***

Sincerely,

SAMPLE LETTER

Satisfactory Academic Progress Approval Letter

Date

Dear Student,

We are happy to report that a thorough review of your scholarship appeal has been conducted by the Academic and Judicial Faculty Committee and your appeal has been approved. This approval indicates that you are eligible to receive your scholarship(s) for the _____ semester.

If you encounter difficulties with your coursework at anytime throughout the academic year, please utilize the resources available to you on campus such as tutoring and counseling.

Please communicate with you professor(s) regarding any concerns or issues that you may be experiencing in your coursework. Please refer to the enclosed brochure that outlines available resources that can assist you.

Best wishes for a successful year at Reformed Seminary.

Sincerely,

Enclosure

SAMPLE LETTER

Satisfactory Academic Progress Denial Letter

Date

Dear Student,

A thorough review of your scholarship appeal has been conducted by the Academic and Judicial Faculty Committee and we regret to inform you that your appeal has been denied.

This denial indicates that you are ineligible to receive your scholarship(s) for the spring 2013 semester and future periods of enrollment.

If you are in need of information regarding payment plan options that are available to cover the cost of tuition/fees and books, please contact the Office of Student Affairs 770-232-2717.

If you encounter difficulties with your coursework at anytime throughout the academic year, please utilize the resources available to you on campus such as tutoring and counseling.

Please communicate with you professor(s) regarding any concerns or issues that you may be experiencing in your coursework. Please refer to the enclosed brochure that outlines available resources that can assist you.

Best wishes for a successful year at Reformed Seminary.

Sincerely,

Enclosure

SAMPLE FORM

Disclosure Statement for the Seminary Scholarship Selection Process

By agreeing to serve on the Academic and Judicial Faculty Committee, participants also agree to comply with the following rules:

A committee member has a conflict of interest if (a) the committee member is related by blood, marriage, or adoption to a scholarship applicant; (b) the committee member will receive a direct or indirect financial benefit from recommending a scholarship to a particular applicant; or (c) due to personal or business relationships, or any other reason, the committee member exerts influence to recommend a recipient without regard to set scholarship criteria.

If a committee member has an actual or potential conflict of interest concerning an applicant, the committee member will disclose the conflict to the rest of the committee. The committee member must disclose the conflict of interest in writing to the Chair of the Seminary Academic and Judicial Faculty Committee and is prohibited from submitting an evaluation on that applicant. The committee member shall not discuss the scholarship applicant with anyone on the committee and will not participate in or be present during any committee deliberations concerning the applicant.

Committee members agree to treat their committee's deliberations and recommendations as confidential and not disclose information to anyone outside the committee.

All committee members must sign a disclosure statement before they can review any scholarship applications to ensure that all applicants receive a fair evaluation. A disclosure statement must be signed by all committee members annually.

[The Office of Student Affairs will maintain records of all signed disclosure forms and written notifications of conflict of interest statements for auditing purposes].

By signing this disclosure agreement, I agree to comply with all rules stated above.

Committee Member (Please Print)

Signature/Date

Committee Chair (Please Print)

Signature/Date