



## **SUPPORT GUIDELINES**

### **Needy Students Fund of the Canadian and American Reformed Churches**

#### **Providing financial aid to students of the "Canadian Reformed Theological Seminary"**

##### **Preamble**

The primary purpose of financial aid for theological students is to assist in their educational preparation for ministry, by providing aid to those students who demonstrate financial need.

In light of our human nature and that we all need God's Grace and Spirit to guide us, the giving and receiving should be done in a spirit of humility and brotherly love.

Financial aid is administered by the Committee for the Needy Students Fund (the "Committee" and "the Fund", respectively), a committee appointed by the Council of the Covenant Canadian Reformed Church of Grassie. Synod 2010 appointed the Grassie church to administer the Fund.

##### **Section 1 Principles**

The following principles are basic to the administration of the Needy Students Fund of the Canadian and American Reformed Churches:

- 1.1. Financial aid shall be restricted to theological students of the Canadian and American Reformed Churches who are enrolled at the Theological Seminary of the Canadian Reformed Churches and who desire the office of minister in these churches.
- 1.2. The student has the primary responsibility for his educational and living expenses. The Fund will augment the student's resources where requested by the student, and approved by the Committee. The Fund is to be used as a last resort. Students are expected to utilize existing personal assets (RRSP's, equity, other savings) and family support, either prior to or in concert with any assistance from the Fund.
- 1.3. The Fund will not support requests, either as a whole or for additions to a particular budget line item, where the request is deemed to be excessive and/or unnecessary. Students receiving support are expected to show good Christian stewardship of the funds provided to them, and organize their lifestyle and purchase choices accordingly, in a self-sacrificing manner.
- 1.4. Financial aid will be administered in such a way as to affirm financial responsibility and integrity of both students and fund administration.
- 1.5. The administration of financial aid shall be individual, personal, pastoral, and confidential. Matters related to the receipt of financial aid are to be discussed with the administrators of the Fund only. Any unresolved concerns may ultimately be brought to the attention of the Grassie Canadian Reformed Church Council.
- 1.6. Applicants may request assistance on an annual basis. All requests must be reflective of all costs associated with realistic and anticipated living expenses. Requests for additional funds after September 1 in the year of support may not be accepted and alternate sources of funds required to cover any shortfall would be the students responsibility.
- 1.7. Students who are supported by the Fund should keep comprehensive records of expenses in each of the categories noted in the application form to account for expenses incurred. In cases of subsequent years of support, these records will validate and support the requested amounts in the student's applications.

1.8. Vehicle maintenance will be supported at a monthly rate of \$25, as applicable. Any expenses above and beyond this amount may be reimbursed upon receipt of statement of invoices. Applicants are encouraged to use the most economical means of vehicle repairs and maintenance wherever possible.

1.9. Applicants are expected to take ownership for the cost of their studies. Applicants must recognize that financial support is assessed from communicant members of our churches, many of which themselves struggle at times financially. In addition, all students of post-secondary education relying on conventional means of financial assistance (typically government) do assume the vast majority of the cost for their education, and incur debts and liabilities associated with this assistance. As such, while the Fund is charged with assisting the living needs of the students of the Seminary, it also has a responsibility to the membership.

1.10 Normal terms of support are for 9 months of the recognized school year (September – May).

## **Section 2      Application Process**

2.1. A student must apply to the Committee substantiating their request for support. The submission shall include a letter of request, as well as a completed Budget Request form.

2.2. Students are to submit a request (using the referenced forms) by August 1 of the school year, and provide any other information requested by the Committee.

2.3. If a student is dismissed from the Seminary, he is under obligation to repay the Fund the full amount of aid received with interest at a rate set by the Committee starting at the date of dismissal. In the case of withdrawal from the Seminary, aid received may be required to be repaid upon Committee review.

2.4. In cases for which this mandate does not apply, the Committee shall ask the advice of the Grassie Council.

2.5. This document may be reviewed and changed as needed.

## **Section 3      Acknowledgement**

To the Applicant:

3.1. Have you read and are you willing to abide by the Support Guidelines for the Needy Students Fund as outlined in this document and adopted by the Council of the Covenant Canadian Reformed Church of Grassie on July 9, 2013 and,

3.2. Do you allow the Committee to contact the Council of your home congregation for other personal information, where applicable, and,

3.3. Do you understand that you are receiving aid from your fellow church members for support and growth of the church, and that therefore you should endeavour to live economically, remembering your own responsibility in the stewardship of gifts received by the grace of God, and,

3.4. Do you agree to the terms and conditions outlined in this document?

The undersigned hereby declares that the information herein given is correct, and with the information provided in the Budget Request Form, accurately describes his financial position.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Chairman, Date

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Signature of Committee Clerk, Date