

## **Application for Financial Aid**

**Virginia Conference of The United Methodist Church  
Administered by the Board of Ordained Ministry**

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The Board of Ordained Ministry awards financial aid to Virginia Conference seminary students who are certified candidates for ordained ministry.

There are different categories of financial aid available—some awards are repaid in years of service and some are outright grants with various qualifications for the scholarships. A description of each category is below. The same application is used for all kinds of VAUMC seminary student financial aid, so you only need to submit one application.

Applications are received by email to ClergyExcellence@vaumc.org or by postal mail to the Center for Clergy Excellence, P. O. Box 5606, Glen Allen, VA 23058. Applications for Fall-Spring are due July 1 and applications for Spring-Summer are due October 1 annually. Some applicants may receive only a scholarship and some may receive a scholarship in combination with a Pell Grant and/or a Service Loan. Applicants may indicate if they would or would not wish to be considered for a Service Loan.

**Please submit pages (3) through (7) of this application to the Committee for consideration.**

### **Service Loans**

#### Eligibility

1. Applicant must be a certified candidate or a licensed local pastor in the Virginia Conference of The United Methodist Church. For a request for support for Clinical Pastoral Education, the applicant may be a provisional member of the Virginia Conference.
2. Applicant must attend a school of theology approved by the University Senate of The United Methodist Church or an Advanced Course of Study program approved by the General Board of Higher Education and Ministry of The United Methodist Church.
3. Applicant must be seeking ordination as a Deacon or Elder.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicants may be full-time or part-time students. Loans for part-time students will be based upon financial need, available funds, and pro-rated upon the number of actual semester hours taken compared to the amount of an award for a full-time student.

#### Application and Award Process

1. For students enrolled in seminary working toward the first professional degree, application deadlines are **July 1** for fall and spring semester grants and **October 1** for spring or summer semester grants. For licensed local pastors attending the Advanced Course of Study, application deadlines for the summer COS are February 1 and May 1.
2. A student enrolled in an approved seminary must complete the application form, secure the recommendation of the district committee on ordained ministry, the district superintendent, and the recommendation of the seminary, including signatures from the Registrar's Office and the Financial Aid Office. **The student is responsible for submitting the entire application to the Center for Clergy Excellence.**

A licensed local pastor attending the Advanced Course of Study program must complete the application form, secure the recommendation of the district committee on ordained ministry and the recommendation/signature of the district superintendent.

3. Service Loans are based upon the financial need of the applicant and the availability of funds.
4. Service Loans will be repaid to the Virginia Annual Conference in years of service at a rate of one year per semester or summer of aid following full membership and ordination.

### **Pell Grants**

The Josephus Daniel Pell Foundation was established by the generosity of Josephus Daniel Pell. In his will, he established his desire for the funds to be used toward “educating preachers in the Methodist Church”.

#### **Eligibility**

1. Applicant must be a certified candidate for ordained ministry on the elder track within the Virginia Annual Conference.
2. Applicant must be a full-time student at a United Methodist seminary, requesting scholarship aid for the first professional degree at the seminary.
3. Applicant must have financial need.
4. Applicants must have the recommendation of their district committee on ordained ministry and District Superintendent.
5. Applicant must have a recommendation for aid by the Virginia Annual Conference Board of Ordained Ministry in accordance with the directives of the Foundation and based upon financial need and available funds.

#### **Application and Award Process**

1. Annually, the Treasurer of the Pell Foundation will inform the Board of Ordained Ministry of the amount of aid available for grants in that calendar year.
2. Application deadlines are July 1 for Fall and Spring semester grants and October 1 for Spring or Summer semester grants.
3. The student must complete the application form, secure the signature of the chair of the district committee on ordained ministry and the district superintendent, and the recommendations of the seminary, including signatures from the Registrar’s Office and the Financial Aid Office. **The student is responsible for submitting the entire application to the Center for Clergy Excellence.**
3. The Board of Ordained Ministry will recommend to the Pell Foundation the requests for grants, and the Foundation’s Directors will review the requests and authorize payments.
4. All requests for grants will be considered on the basis of financial need and available funds.
5. The Board of Ordained Ministry will be informed of grants awarded and in turn inform the student.

### **Scholarships**

The Board of Ordained Ministry awards a number of scholarships on behalf of the Virginia United Methodist Foundation. The actual amount of the scholarship varies from year to year. The eligibility criteria, application, and award process for a scholarship are the same as for a Service Loan (see above), except that repayment in years of service is not required. Some scholarship programs may have additional eligibility criteria or state a preference in granting an award (i.e., to candidates from a particular district). Each applicant will be considered for all scholarships for which they qualify.

## Application for Financial Aid

Deadlines for submission are July 1 and October 1 annually.

Email to ClergyExcellence@vaumc.org or Mail to Center for Clergy Excellence, P.O.Box 5606, Glen Allen, VA 23058

Date \_\_\_\_\_

Name: (Please Print or Type) \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Address: \_\_\_\_\_  
(Complete mailing address including Street, City, State and Zip Code)

SSN: \_\_\_\_\_ Age: \_\_\_\_\_ Male  Female

Marital Status:  Single  Married  Separated  Divorced  Widowed

Phone Numbers: \_\_\_\_\_  
(Home) (School/Work) (Mobile)

E-Mail Address \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Please list all those living in your household and any other dependents:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Living with you? (Y/N)</u>
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Indicate any special circumstances about your family situation which you would like the Committee to know.  
(Attach an additional page if necessary)

### **Educational History & Status**

Name of seminary: \_\_\_\_\_ Degree being sought: \_\_\_\_\_

If CPE, please indicate program location and note "CPE" as the degree being sought.

Year:  First  Second  Third Status:  Full Time  Part Time

If part-time, indicate the number of **semester** hours you will be taking: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Name of College(s) previously attended:

Name of School	Degree and Date
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### **Conference Relationship (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Certified Candidate Elder Track         | <input type="checkbox"/> Licensed Local Pastor – Full Time |
| <input type="checkbox"/> Certified Candidate Deacon Track        | <input type="checkbox"/> Licensed Local Pastor – Part Time |
| <input type="checkbox"/> Provisional Member applying for CPE aid |  |

## Financial Situation

Have you previously received Service Loans from the Virginia Conference, grants from the Pell Foundation or other scholarships?     Yes     No

**Fill out the following information completely. Incomplete applications will have to be returned.**

### A. Present Indebtedness

	Total amount owed	Monthly payment schedule
College Loans (self)	_____	_____
College Loans (spouse, if applicable)	_____	_____
Other Loans	_____	_____
Credit Cards or Installment Payments	_____	_____
Automobile Loan Payments	_____	_____
Mortgage	_____	_____
Other debt obligations (specify below)	_____	_____
<b>Total</b>	_____	_____*

*\*This figure will be multiplied by 12 to complete the first expense item below (Annual Indebtedness repayment).*

Other financial obligations:

### B. Estimated expenses for the 12-month period beginning \_\_\_\_\_ (mm/yyyy) for which you are requesting this Loan or Grant. (Include the entire living expenses for your household.)

Annual Indebtedness repayment (from Total above)	_____
Tuition and fees	_____
Books	_____
Rent (if applicable)	_____
Utilities (if church does not pay/not included in rent)	_____
Clothing	_____
Food	_____
Child Care (if applicable)	_____
Medical (out of pocket)	_____
Personal incidentals	_____
Travel for your work and to school	_____
Insurance Payments (include medical)	_____
Charitable contributions	_____
Other expenses (itemize on separate sheet)	_____
<b>Total Annual Expenses</b>	_____

**C. Anticipated Income for the same 12-month period**

Personal savings/trust funds available for use this year a) \_\_\_\_\_

Salary \_\_\_\_\_

Deduct taxes to be withheld (enter "-" number) \_\_\_\_\_

Net Personal Salary b) \_\_\_\_\_

*If a family member living with you is employed, complete the following section*

Salary \_\_\_\_\_

Deduct taxes to be withheld (enter "-" number) \_\_\_\_\_

Net Other Family Salary c) \_\_\_\_\_

Gifts, Grants, Other Scholarships (be specific)

College/Seminary grants/scholarships \_\_\_\_\_

Support from Parents/Family \_\_\_\_\_

Support from Local Church \_\_\_\_\_

Support from organizations/foundations \_\_\_\_\_

Other (specify) \_\_\_\_\_

Total Gifts and Support d) \_\_\_\_\_

Special Income (specify Pension, etc.)

G.I. Benefits \_\_\_\_\_

Federal/State grants or loans \_\_\_\_\_

Income from investments \_\_\_\_\_

Other (specify) \_\_\_\_\_

Total Special Income e) \_\_\_\_\_

Total Anticipated Income \_\_\_\_\_

*Sum of lines a), b), c), d), e) from above*

Total Annual Expenses \_\_\_\_\_

*Total brought forward from Section B. on previous page*

Difference between income and expenses \_\_\_\_\_

*Calculation of the two totals above*

**Amount of Grant/Loan Requested** \_\_\_\_\_

**Please review your financial statement to ensure that you have provided all requested information and that it is correct. Attach a cover letter explaining why you are requesting a grant or service loan and the difference it will make in your ability to pursue or continue your theological education. This letter can provide important information on special circumstances or needs that should be a part of the Grant Committee's deliberations.**

**Notice**

If a Service Loan is granted, it may be used only toward educational expenses. Service loans are repaid through years of service in The United Methodist Church after ordination and election to full membership at a rate of one year of service to repay each semester/summer of aid granted. If the recipient of a Service Loan does not serve in full connection, the funds awarded must be repaid and will accumulate interest after service in pastoral leadership ends, and recipients must execute a promissory note in order to receive Service Loan funds.

In light of this information, please initial your preference:

\_\_\_\_\_ I would like to be considered for a Service Loan award.

\_\_\_\_\_ I would prefer not to be considered for a Service Loan award.

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**Recommendations for:** \_\_\_\_\_  
(Name of Candidate)

Your recommendation of this candidate for financial aid assures the Grants and Loans Committee that this is a candidate with potential for effectiveness as an ordained deacon or elder in The United Methodist Church. By signing, you are indicating that you support the candidate's request for financial aid.

If you are unable to support and sign this application, complete the date and district name, then specify the reason in the comments space below.

### **Recommendation of the District Superintendent**

**I recommend favorable consideration of this application.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of District Superintendent)

\_\_\_\_\_  
(District)

Comments:

### **Recommendation of the District Committee on Ordained Ministry**

**I recommend favorable consideration of this application.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Chair, District Committee on Ordained Ministry)

\_\_\_\_\_  
(District)

Comments:

**Seminary Recommendation**  
**Application for Financial Aid**  
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Name of Student: \_\_\_\_\_

I hereby authorize the \_\_\_\_\_ (Name of Seminary)  
to release the information in the following sections on Seminary Recommendation to the Virginia Annual  
Conference Board of Ordained Ministry.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**Registrar's Recommendation**

Classification as of (Date) \_\_\_\_\_  First Year  Second Year  Third Year  Other

Hours required for full-time status \_\_\_\_\_

The student is registered as Full-time  or Part-time

Student's cumulative grade average at last term: \_\_\_\_\_  4 point scale  3 point scale

If a first year student, list GPA from undergraduate degree: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature, Registrar's Office

\_\_\_\_\_  
Date

**Recommendation of Financial Aid Office**

Has this student satisfactorily met his/her previous financial obligations to the school?  Yes  No

After conferring with the student, what do you consider the minimum financial needs of the student for  
this academic year? \_\_\_\_\_

What financial aid will the school give to this applicant? \_\_\_\_\_

*If a Grant or Loan is awarded, at the beginning of each semester, a letter and check will be sent to the  
Financial Aid Office. The student will receive a copy of the letter mailed to the Financial Aid Office.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Financial Aid Officer)

Title: \_\_\_\_\_