

## **Victory of the Lamb Lutheran Church Member Tuition Assistance Program Guidelines**

### **Purpose of the Tuition Assistance Program**

1. To encourage the young people and families of our congregation to receive a Lutheran based education (Kindergarten through Seminary), through providing some financial assistance, whether based on need or scholarship.
2. To provide some financial assistance to the young people and families of our congregation who intend to pursue the preaching and teaching ministry in our Synod.
3. To provide an opportunity for the members and attendees of our congregation to encourage and support a Lutheran based education for our young people.

### **Eligibility**

The Tuition Assistance Program is open, by application, to students and families that are current members in good standing of Victory of the Lamb Lutheran Church, who are either enrolled in, or intend to enroll in an area WELS grade school, high school, MLC, or the Seminary. A copy of the first page of the federal tax return for the previous year should accompany the application, in order to be considered for tuition assistance a new application must be submitted each year.

### **Sources of funding for the Tuition Assistance Program**

The congregation will keep a special fund and will collect donations during the year as members and visitors see fit to contribute. Once per year in the Easter time frame we will make a special appeal and opportunity to raise monies for the purpose of the program. The program at the time of inception will not be funded at all by the church budget, only by the generosity of its membership. From time to time a special event for raising of funds may be organized, however nothing is planned for currently or in the future. Considering this special fund will not be part of the church operations budget, the amount of funds available could significantly fluctuate from year to year or be not available at all.

### **Awarding of Funds**

On the basis of the information provided by the applicants, the Tuition Assistance Committee will determine financial need first and scholarship second. All applications will be considered in the strictest confidence. There is no guarantee that all applicants will receive an award. Applicants who receive awards will be notified by the committee after July 15<sup>th</sup>. Awards will be directly applied to the school or institution for which the request was made for, after verbal confirmation of continued attendance. An award in one year does not constitute an award in any following year.

### **Level of Support**

100% of the money in the Tuition Assistance Fund will be awarded and distributed each year.

### **Deadlines for Application**

The deadline for submitting applications is June 30th.

### **Administration**

The Tuition Assistance Committee shall consist of at least 2 members of Victory of the Lamb Lutheran Church. The members of the committee will be appointed by the Leadership Team. Any and all information received by the committee shall be considered to be confidential and only discussed with members of the committee during the deliberation period. (The Pastor may be consulted at the discretion of the committee). The committee shall meet after June 30th to review all applications and commence a decision making process. The committee should work with the church accountant and Treasurer to disperse the funds once the awards are decided and confirmed.

### **Special Consideration**

Items not covered by the above guidelines shall be referred to the Victory of the Lamb Lutheran Church Leadership Team.