**AID TO THEOLOGICAL STUDENTS FUND COMMITTEE**

**STATEMENT ON POLICIES AND PROCEDURES**

The Aid to Theological Students Fund Committee reviews applications for financial assistance and makes recommendations to the Bishop, who awards the grants. The policy of the Committee is to strive for an equitable distribution of scholarship monies based on the applicant’s financial need and the availability of funds. Applicants must demonstrate financial need. Funds are limited, and applicants are urged to seek aid from other sources.

1. All Postulants and Candidates, whether for Diaconate or Priesthood, are expected to submit the same Financial Aid Request form. Students must re-apply for each new academic year.
2. Assistance from this fund will be given for theological education in preparation for ordination only to Postulants and Candidates for Holy Orders from the Episcopal Diocese of Pennsylvania.
3. Field Education travel expenses are not covered. Postulants and Candidates must work this out through the Rector and parish with whom they will be working.
4. It is the expectation of the Committee that the applicant will be exercising responsible financial management and practicing Christian stewardship.
5. Scholarship assistance may extend to:
   1. Tuition, registration fees
   2. Living expenses
   3. Books and supplies
6. **The deadline for receipt of a completed application for financial assistance for the regular academic term April 30.**
7. Grants for the regular academic year are usually made by early June with monies being issued in two payments (one for each semester.)

**Note:** If your school is on a quarter system or some other billing system that does not correlate with our payment schedule (January and September), please let us know so that we can make other arrangements

ALL FINANCIAL AID APPLICATION FORMS SHOULD BE RETURNED TO The Office of Transitions AT Episcopal Diocese of Pennsylvania, 23 E Airy Street Norristown PA 19401

*I have read and agree to the above policies and procedures.*

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIOCESE OF PENNSYLVANIA**

**AID TO THEOLOGIAL STUDENTS FUND**

**FINANCIAL AID REQUEST FORM**

***(Deadline for application: April 30)***

***Leave no spaces blank; your application will be returned if not completed in its entirety.***

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOME PARISH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF POSTULANCY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF CANDIDACY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMINARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMINARY ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMINARY PROGRAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPECTED DATE FOR COMPLETION OF PROGRAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATES OF START OF EACH SEMESTER THIS YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOW MANY COURSES ARE YOU TAKING IN in the upcoming year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WHAT IS THE COST PER COURSE? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOUNT OF FINANCIAL AID REQUESTED FOR THE UPCOMING YEAR:**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete in full the following pages listing financial information.**

**In addition, forward to us a copy of each financial aid application for assistance that you have submitted to your seminary or other agencies and also attach a separate sheet explaining any additional circumstances you wish the Committee to take into consideration.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return completed form to: Diocese of Pennsylvania**

**Attn: Office of Transitions**

**Episcopal Diocese of Pennsylvania**

23 E Airy Street Norristown PA 19401

**FINANCIAL INFORMATION FOR YOUR HOUSEHOLD**

**(Both pages are to be completed in full by all applicants.)**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL PROJECTED INCOME FOR THE YEAR (Please use annual figures)**

**Student's earnings $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Spouse's earnings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aid from home parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Income from other sources**

**(dividends, rents, investments, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other grants (specify):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL PROJECTED EXPENSES FOR THE YEAR (Please use annual figures)**

**Seminary or program expenses:**

**Tuition (full year) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other seminary fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seminary books and supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clinical Pastoral Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charitable contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Housing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Taxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Insurance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Utilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clothing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medical/dental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Household supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Loan repayments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child support/Alimony \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Children's educational costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recreation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Miscellaneous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other major (itemize):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of dependents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List names and ages:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL ASSETS**

**Savings $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Retirement accounts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pension Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cars \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other assets (list):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALL LIABILITIES**

**Total still owed Annual payments Date payments end**

**Home mortgage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Car loan(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student loans (itemize):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consumer debt (itemize):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Other (itemize):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TOTALS $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**