The Priscilla Institute at the Hestenes Center for Christian Women in Leadership, 588 North Gulph Road, King of Prussia, PA  19406
Phone: 484-384-2985; FAX 484-384-2966; E-mail: prisca@eastern.edu
To be admitted into The Priscilla Institute, the applicant needs to:

1. Complete and submit an application form with the $30 application fee and $70 annual student service fee.

2. Provide a copy of any document below demonstrating that they have attained the necessary academic competency:
   - A high school diploma
   - A college transcript showing successful completion of college credits
   - G.E.D. or other high school equivalency

3. Receive a positive written recommendation from her pastor, or someone who provides leadership to and oversight of the applicant. The second written recommendation may come from a church officer or employer who knows the prospective student well and can attest to her capability to complete successfully courses of theological studies, her potential for Christian leadership, her emotional and psychological stability and Christian character. **Recommendations by a family member are not acceptable. In cases where a recommendation cannot be provided by a pastor or one who provides oversight, the applicant may substitute another qualified person, but a written explanation for why her pastor or overseer did not complete the reference will also be required.**

4. Demonstrate or document sufficient fluency in the English language to benefit from the program of study.

5. In certain cases, The Priscilla Institute will admit a student who is unable to meet all of the requirements for admission. In these cases, admission is conditional. Once the student has completed a probationary period successfully, and has completed not less than three courses with a minimum GPA of 2.7, the student will be admitted with full Priscilla Institute status.

6. Applicants must demonstrate writing proficiency.

7. Applicants must complete a "Fitness for Ministry" evaluation.

8. All documents for admission must be received by the second week of August.
THE
Priscilla
INSTITUTE
at the
HESTENES CENTER FOR
CHRISTIAN WOMEN IN LEADERSHIP

Church Affiliation

Address

City       State       Zip

Pastor’s Name

Day Telephone(  )       Evening Telephone(  )

Please send all items below...

☐ Proof of education enclosed (copy of diploma, transcript)
☐ Statement of Christian Leadership and Service
☐ Statement of Christian Experience
☐ 2 Recommendations

APPLICATION FEE
A non-refundable, one-time application fee of $30 is required. No application will be accepted without prior payment.

☐ CASH       ☐ CHECK  (CHECK NUMBER)       ☐ MONEY ORDER       (SERIAL NUMBER)

CREDIT/DEBIT/CHECK CARD  ☐ Visa  ☐ MasterCard  ☐ Discover  ☐ American Express

CARD NUMBER       EXPIRATION DATE

CARDHOLDER SIGNATURE

PRINT NAME AS IT APPEARS ON CARD

Palmer Seminary reserves the right to refuse admission, or to suspend or dismiss students from the Priscilla Institute, which will be based on published Priscilla Institute and Palmer Seminary policies. Any student who is refused admission, suspended or dismissed may appeal these decisions. Such appeals will be handled according to published Palmer Seminary policies, which are designed to ensure fair representation and obedience to scriptural principles.
The Annual Service Fee

An annual service fee is charged to every Priscilla Institute student. This is valid September through August and is due when the student registers for classes for the first time each year. This helps to cover the costs of providing services such as library privileges, student ID, parking tags, student computer facilities, etc.

If a student withdraws before completing their first module, he or she may request a refund. After the completion of one module, the fee is non-refundable. This fee is waived for students and their spouses who are full-time residents of Palmer Seminary.

No student may register for any classes until this is paid.

☐ $70

☐ CASH ☐ CHECK (CHECK NUMBER) ☐ MONEY ORDER ☐ (SERIAL NUMBER)

CREDIT/DEBIT/CHECK CARD ☐ VISA ☐ MASTER CARD ☐ DISCOVER ☐ AMERICAN EXPRESS

CARD NUMBER ☐ EXPIRATION DATE

CARDHOLDER SIGNATURE

PRINT NAME AS IT APPEARS ON CARD

Hestenes Center Office Use Only

☐ ID CARD ISSUED ☐ ID CARD VALIDATED

☐ PARKING TAG ISSUED ☐ PARKING TAG VALIDATED
PLEASE TYPE AND BE CONCISE. DISCUSS IN WHAT CAPACITIES YOU ARE SERVING YOUR CHURCH AT THE PRESENT. YOUR ANSWER SHOULD BE NO MORE THAN 1 - 2 PARAGRAPHS.
I CERTIFY THAT ALL OF THE INFORMATION WHICH I HAVE HEREIN PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE AND REALIZE THAT ANY FALSIFICATION OF INFORMATION MAY RELEASE THE SEMINARY FROM CONSIDERING MY APPLICATION FOR ADMISSION OR MAY LEAD TO DISMISSAL FROM THE SEMINARY AT A LATER DATE.

SIGNATURE

DATE

The Priscilla Institute at the Hestenes Center for Christian Women in Leadership, 588 North Gulph Road, King of Prussia, PA 19406
Phone: 484-384-2985; FAX 484-384-2966; E-mail: prisca@eastern.edu
Applicant Name ____________________________ Date __________________

AUTHORIZATION OF WAIVER - TO BE SIGNED BY THE APPLICANT AND SUBMITTED TO THE PERSON PROVIDING RECOMMENDATION AFTER READING AND CHECKING THE APPROPRIATE STATEMENT.

I understand my right, under the U.S. Family Education Rights and Privacy Act of 1974, to review confidential references placed in my file after January 1, 1975, as submitted to admission to a graduate or other school. As required by Federal law, I am checking one of the two boxes below.

☐ I waive my right to review this reference if placed in my file.

☐ I do not waive my right to review this reference if placed in my file.

Signature ________________________________

To be completed by Reference, the pastor or an official at the church where you are currently affiliated. Family members are not acceptable.

Reference's Name _________________________

Address _________________________________

Relationship to Applicant __________________ Telephone (___) ___

How long have you known the applicant?

☐ ≤ 1 Year   ☐ 2 Years   ☐ 3 Years   ☐ 4 Years   ☐ ≥ 5 Years

Please evaluate the applicant in the following areas with 5 equaling Outstanding, 3 being Average, and 1 being Poor. Please include comments for any Below Average or Poor responses on the back of this form.

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**Do you know of any physical, mental or emotional challenges that might hinder effective work in Christian ministry?**
- [ ] Yes
- [ ] No
  - If yes, please elaborate.

**Do you know of any physical, mental, or emotional challenges that might hinder the applicant's academic progress?**
- [ ] Yes
- [ ] No
  - If yes, please elaborate.

**Do you know of any personal habits (sexual behavior, drug/alcohol abuse, etc.) or personal prejudices, which hamper service in a church related position?**
- [ ] Yes
- [ ] No
  - If yes, please elaborate.

**Would you recommend this person for a church related position upon completion of The Priscilla Institute?**
- [ ] Yes
- [ ] No
  - If no, please elaborate.

**Do you recommend this person for admission to The Priscilla Institute?**
- [ ] With confidence
- [ ] With some reservation
- [ ] With reluctance
- [ ] Not at all

**What characteristics do you consider to be the greatest strengths of the applicant?**

**What characteristics do you consider to be the greatest weaknesses of the applicant?**

**Additional Comments**

---

**Signature** __________________________  **Date** ________________

Thank you for your thoughtful responses. Please return this form to:

References
The Priscilla Institute at the Hestenes Center for Christian Women in Leadership
588 North Gulph Road
King of Prussia, PA 19406
**PRISCILLA INSTITUTE**

**HESTENES CENTER FOR**

**CHRISTIAN WOMEN IN LEADERSHIP**

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**Applicant Name**

**Date**

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**Authorization of Waiver** - To be signed by the applicant and submitted to the person providing recommendation after reading and checking the appropriate statement.

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**Telephone**

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☐ Yes ☐ No If yes, please elaborate.

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