

# ESCM Scholarship Application



*Sometimes to obtain a quality education,  
you just need a little assistance.*

## Available Scholarships:

### **Thomas McDaniel Student Scholarships:**

Thomas McDaniel Scholarships up to \$500 each will be granted to ESCM students on the basis of:

- Demonstrated financial need.
- A written request for scholarship assistance.
- A zero balance student account.
- An evaluation of potential for effective Christian ministry as expressed in application materials.
- A minimum GPA of 2.5 (C+) for continuing ESCM students.

### **Renee Cook Memorial Scholarship:**

This one-year full scholarship will be granted to a second year student in the Diploma of Pastoral Studies track who demonstrates exceptional promise for future ministry and who meets the following criteria:

- Demonstrated financial need.
- Completed a minimum of ten ESCM courses with a minimum GPA of 3.5.
- Demonstrated commitment to Christian ministry through past and present service in a Christian congregation.

### **APPLICATION DEADLINE FOR THOMAS MCDANIEL SCHOLARSHIPS**

**For Modules 1, 2 and 3**

**August of each year**

**For Modules 4, 5, 6 and 7**

**January of each year**

### **APPLICATION DEADLINE FOR RENEE COOK MEMORIAL SCHOLARSHIPS**

**August of each year**

## **EASTERN'S SCHOOL OF CHRISTIAN MINISTRY**

**THE DIPLOMA/CERTIFICATE PROGRAM AT THE  
PALMER THEOLOGICAL SEMINARY**

**THE SEMINARY OF EASTERN UNIVERSITY**

**588 NORTH GULPH ROAD**

**KING OF PRUSSIA, PENNSYLVANIA 19406**

**OFFICE: 484-384-2970 OR 800-220-3287, EXT. 2970**

**FAX: 610-649-3834**

**EMAIL: ESCM@EASTERN.EDU**

**INTERNET: WWW.PALMERSEMINARY.EDU**

# ESCM SCHOLARSHIP ASSISTANCE PROGRAM

## INTRODUCTION

ESCM is able to offer a limited number of scholarships to assist students who have financial need and who demonstrate potential for effective Christian ministry. With continued funding each academic year, ESCM will provide the following limited scholarship assistance to ESCM students who apply and are selected:

### **NEW STUDENT SCHOLARSHIPS** (students who have enrolled in ESCM since July)

Thomas McDaniel Scholarships (up to \$500 each) will be granted to no more than four new students in August and January on the basis of:

- Demonstrated financial need.
- A written application.
- Evaluation of the student's potential for effective Christian leadership and theological education, as expressed in their application and referrals.

### **CONTINUING STUDENT SCHOLARSHIPS** (students enrolled in ESCM prior to July)

Thomas McDaniel Scholarships (up to \$500 each) will be granted to no more than four continuing ESCM students in August and January who apply for such assistance, on the basis of:

- Demonstrated financial need.
- A written application.
- A minimum of six ESCM courses already completed with a minimum C+ (2.5) grade average.
- A zero balance student account at the time of application. This restriction will be waived under special circumstances at the discretion of the Director of ESCM.

Thomas McDaniel Scholarship assistance will be distributed in equal increments per module with a maximum grant of \$500 per year. Scholarship awards are valid for one year only and students must reapply if they wish to receive the aid in a subsequent year. Additional Thomas McDaniel Scholarships may be granted in February or March to new or continuing students based on the guidelines above, subject to the availability of funds.

### **RENEE COOK MEMORIAL SCHOLARSHIP**

The Renee Cook Memorial Scholarship will provide a full tuition scholarship (up to \$2000 for one academic year) to one student who has demonstrated exceptional promise for Christian ministry and who meets the following criteria:

- Demonstrated financial need.
- Prior acceptance into the Diploma of Pastoral Studies track (including a completed "Fitness for Ministry" evaluation), an ESCM GPA of not less than 3.5 and prior completion of not less than 10 ESCM course credits.
- A demonstrated commitment to Christian ministry through past and current service in a local congregation.
- ESCM and Palmer Theological Seminary will announce the name of this scholarship recipient as this is considered a merit scholarship and it is considered an honor to be chosen.

## FINANCIAL NEED

Financial need is defined as the difference between total cost of tuition for an academic year and the financial resources available to the student. These resources include income from salary or wages, a portion of one's savings or assets, and support from one's home church, denomination and family. ESCM tuition costs are kept at a minimum and are a fraction of that normally associated with a seminary education. However, for many ESCM students with limited income, even the low tuition charged by ESCM still constitutes a serious burden. We will do all we can, within very limited means, to assist students to fulfill God's calling on their lives and to prepare for a lifetime of effective Christian ministry. The Director of ESCM will determine financial need based on an analysis of the student's resources and commitments as described below. Applicants will be required to complete an ESCM scholarship application form and to submit all required documentation.

### **DETERMINATION OF FINANCIAL AID ELIGIBILITY: NEED ANALYSIS**

Almost all colleges, seminaries, government agencies and organizations that award financial aid, expect you and your family to pay something toward seminary costs, according to your ability.

Annual income is not the only factor considered in this process. Assets, household size, number of dependents in college and unusual circumstances are other factors used to measure a person's ability to contribute. The ESCM

scholarship application form and required documentation will be used to determine need on a case-by-case basis.

### **INCOME TAX RETURNS**

All scholarship aid applicants must submit to the ESCM Office the previous year's tax form or equivalent in order to be considered for financial assistance. Electronic tax forms are not acceptable.

Non-tax filers (students not filing a Federal Income Tax Return for the previous year) must complete a **signed** Statement of Non-Filer; attach W-2 forms and any other income documentation.

This information will be kept absolutely confidential.

In the awarding of financial aid ESCM does not discriminate on the basis of age, race, national or ethnic origin, gender, or Christian denominational affiliation.

The statements contained in this Guide are for informational purposes only. They are not intended to create binding commitments on the part of the seminary, and they are subject to change without notice.

## **SOURCES OF ESCM SCHOLARSHIPS**

**Undesignated Funds** are gifts given by individuals, churches or other sources with no particular student or situation designated. Such funds are paid into the ESCM Student Assistance Fund and are provided in cases of serious and unanticipated need. Fees received for ESCM transcript requests are also paid into this fund and disbursed as needed each year.

**The Thomas McDaniel ESCM Scholarship:** This scholarship fund was established in spring 2000 in honor of Professor Thomas McDaniel, Professor Emeritus of Old Testament at Palmer Theological Seminary and co-founder of ESCM Funds will be solicited from alumni and students to provide an endowed scholarship in the future. Limited funds are currently available to disburse in the current school year.

**The Renee Cook ESCM Memorial Scholarship:** This scholarship fund was established in 2002 in honor of Renee Cook, Associate Director of ESCM who died suddenly on June 4, 2002. A maximum of \$2000 may be available to disburse in the current school year.

### **Government Loans**

At this time, ESCM students are not eligible for government educational loans.

### **Tuition Reimbursement**

Several employers have approved ESCM applicants to receive tuition reimbursement. Contact your Human Resources Department at your place of employment to see if this option is available. ESCM will provide any documentation you may need to complete an application.

### **Other Assistance**

Some students have received financial assistance from their church. Others have received grants provided by corporations and community organizations. Students are encouraged to seek all available avenues for obtaining financial assistance.

## **STUDENT RIGHTS**

ESCM will make scholarship assistance available to all eligible students to the full extent of the limited funds that are available. Students applying for scholarship aid have the right to:

- Apply for all available funds for which they are eligible.
- Review their scholarship aid file.
- Accept or decline any aid offered.
- Appeal denial of scholarship aid. The Eastern University Ombudsman will review all appeals.
- Make an appointment to meet with the Director of ESCM to discuss their application.
- Know what scholarship aid programs are available at ESCM.
- Know the deadlines for submitting applications for scholarship aid.

- Know how the scholarship aid is distributed, how decisions on that distribution are made, and the basis for these decisions.

## **STUDENT RESPONSIBILITIES**

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Students requesting scholarship aid must assume responsibility for:

- The accurate completion of all application forms and on time submission to the ESCM office.
- Provide correct information. In most instances, deliberately misreporting information on a financial aid application is a violation of law and may be considered a criminal offense, which may result in indictment under the U.S. Criminal Code.
- Be responsible for reading and understanding all forms that the student is asked to sign and for keeping copies of all financial forms.
- Accept responsibility for all signed agreements.

## **WE HAVE A RIGHT TO ASK**

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All information requested by the ESCM Office is authorized by law. The legal right to ask students to provide social security numbers is based on Section 7(a)(2) of the Privacy Act of 1974. The legal right to ask for all other information is based on sections of the law that authorizes the FWS and Federal Loan Programs. These include sections of the Higher Education Act of 1965, as amended. Any information the student submits is subject to verification. If the student does not supply proof when asked, he or she will not receive financial aid.

## **CONFIDENTIALITY**

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Under the Educational Rights and Privacy Act of 1974, Palmer Theological Seminary accords all the rights under the law to ESCM students. The ESCM Office treats each student's file with sensitivity and utmost confidentiality. The Seminary considers any financial aid package to be a confidential matter between the school and the applicant and their family. The Seminary does not release information concerning individual financial aid packages<sup>1</sup> and considers it inappropriate for aid recipients to do so. The financial information in your file is released only to those who have contributed to it, i.e., the student or student's spouse.

Confidential information regarding a student's financial and academic information may be shared with members of the ESCM staff and with such other Seminary personnel based on their need to know. No one outside this institution shall have access to, nor will this institution disclose, any information from students' financial or academic records without the written consent of the student. The student's authorization will be required for release of confidential information to other sources.

Students should keep the originals of all required documentation and provide copies of tax returns and other documents submitted to the ESCM Office. These documents will not be returned.

## **SOCIAL SECURITY DISCLOSURE**

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The Privacy Act of 1974 requires that the following information be given to individuals required to disclose their Social Security number:

All applicants for scholarship aid at Palmer Theological Seminary are advised that disclosure of the Social Security number is required as a condition of participation in scholarship aid programs at Palmer Theological Seminary. The applicant's Social Security number is used to identify the applicant's financial aid application at Palmer Theological Seminary and to identify academic records where names may have changed.

## **DISCONTINUATION OF SCHOLARSHIP ASSISTANCE**

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ESCM reserves the right to discontinue scholarship assistance to any student to whom a scholarship assistance grant has been made if that student:

- Is found to have provided false information in their application for admission to ESCM or in their scholarship application.
- Fails to pay any ESCM fees that are not covered by the scholarship assistance package prior to the end of each module covered by the grant or fails to fulfill any other financial responsibility to Palmer Theological

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<sup>1</sup> The name of the recipient of the Renee Cook Memorial Scholarship is publicly announced as this is regarded as a merit scholarship

Seminary or Eastern University.

- Fails to maintain a GPA of not less than 2.5 subsequent to receiving the grant.
- Is suspended from the ESCM program for any reason.
- Ceases actively taking ESCM courses for more than one module unless a leave of absence has been granted.

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#### **PAYMENT OF LATE FEES OR OTHER PENALTY FEES**

ESCM scholarship assistance does not cover the payment of late fees or any other penalty fees or fines that may be levied by ESCM or Palmer Theological Seminary. The student is responsible for paying such fees and will be billed separately for any such fees.

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#### **PAYMENT OF APPLICATION AND ANNUAL STUDENT SERVICES FEES**

ESCM scholarship assistance does not cover the payment of ESCM application and student services fees. It is to be used for tuition fee assistance only. The student is responsible for paying all such fees and will be billed separately for any such fees, unless special prior arrangements have been made with the written approval of the Director of ESCM.

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#### **SCHOLARSHIP AID DISBURSEMENT POLICY**

Once an ESCM scholarship has been granted, it will be paid directly into the student's account. Under no circumstances will ESCM scholarship assistance funds be used for anything other than tuition for ESCM classes or authorized purchases from the Seminary Bookstore. Some ESCM scholarship fund disbursements will be made as a lump sum while others will be disbursed on a module-by-module basis. Scholarship recipients are advised that withdrawal from a course or courses and requesting a cash refund for monies paid as tuition scholarship assistance, constitutes fraud and will result in legal action and probable criminal prosecution. In cases where purchase of textbooks and instructional materials from the Seminary Bookstore is permitted under the terms of a scholarship grant, it is not permissible for the student to return items to the bookstore in return for cash refunds. All such refunds must be re-deposited in the scholarship account from which they came. Any student who seeks to return items purchased with scholarship money for a cash refund will be considered to have acted fraudulently and will be subject to legal action and possible criminal charges. Any unspent funds in a student's account that were provided by scholarship funds at the end of each academic year will be returned to the scholarship fund from which they were disbursed. Under no circumstances is it permissible for a scholarship recipient to convert scholarship funds into cash for their personal use. Any such action will be treated as fraud and will be subject to possible civil and criminal proceedings.

**EASTERN'S SCHOOL OF CHRISTIAN MINISTRY (ESCM)  
SCHOLARSHIP AID APPLICATION**

**A. STUDENT INFORMATION**

Complete and return to the ESCM Office. PLEASE PRINT CLEARLY OR TYPE.

This application cannot be processed unless a copy of the student's most recent federal income tax return is attached.

Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day ( \_\_\_\_\_ ) \_\_\_\_\_ Evening ( \_\_\_\_\_ ) \_\_\_\_\_ D.O.B. \_\_\_\_\_

Marital Status:  Single  Married Spouse's Name: \_\_\_\_\_  Divorced

# of Dependent Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Academic Status: (Check one)

- Current ESCM student (You have taken classes in past 12 months)
- Returning ESCM student (You previously enrolled but have not taken any classes in past 12 months)
- New student (currently applying or have taken classes in current module only)

Projected Graduation Date: \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_

**B. STUDENT'S INCOME INFORMATION (ALL APPLICANTS)**

Check one box only. Tax returns include the IRS Form 1040, 1040A, and 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.

- Signed tax return attached.
- Signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- I will not file and am not required to file a U.S. Income Tax Return for this year.

Amounts received for child support and other untaxed income

Sources of Untaxed Income	Amount	Sources of Untaxed Income	Amount
a. Child Support		d.	
b. Social Security (non-taxed)		e.	
c. Welfare (including TANF)		f.	

If you did not file and are not required to file a Federal income tax return, list below your employer(s) and any income received last year.

Sources (Use the W-2 form or other earning statements.)	Amount

**C. SPOUSE'S INCOME INFORMATION (ALL MARRIED APPLICANTS)**

Check one box only. Tax returns include the IRS Form 1040, 1040A, and 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information.

- Signed tax return attached.
- Signed tax return will be submitted to the school by \_\_\_\_\_ (date).
- I will not file and am not required to file a U.S. Income Tax Return for this year.

Amounts received for child support and other untaxed income

a. Sources of Untaxed Income	Amount	Sources of Untaxed Income	Amount
b. Child Support		d.	
c. Social Security (non-taxed)		e.	
d. Welfare (including TANF)		f.	

If you did not file and are not required to file a Federal income tax return, list below your employer(s) and any income received last year.

Sources (Use the W-2 form or other earning statements.)	Amount

**D. CHURCH INFORMATION**

Current Church Membership \_\_\_\_\_

Denominational Affiliation (be specific): \_\_\_\_\_

Church Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Pastor's Name Phone: ( ) \_\_\_\_\_

Have you approached your church for financial aid?  Yes  No  
 If the answer given is "No" please attach a brief statement to the back of this application, explaining why you have not requested financial assistance from your church.

\_\_\_\_\_  
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**STATEMENT OF RESPONSIBILITY & STEWARDSHIP**

To the best of my knowledge, the information I have supplied on this application is true and made in good faith. I agree to notify the ESCM Office of any changes in my academic, personal, or financial circumstances that would significantly change or affect my financial situation, including any additional aid or income I receive. I have read the ESCM Financial Aid Guide and understand all policies and procedures. I understand that I am fully responsible for my own financial affairs; that I will take responsibility for seeking assistance from sources that could provide funds; and that I will exercise stewardship for funds made available to me. I will meet my financial obligations promptly and faithfully.

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**Student Signature** **Date**

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**Spouse's Signature (If applicable)** **Date**

**FOR ESCM OFFICE USE ONLY**

Scholarship assistance granted  Yes  No  
If yes, indicate scholarship type and amount

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**ESCM Director's Signature** **Date**

Approval/Denial Letter sent to Applicant

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Business Office Notified of Grant

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