

## Crowley SDA Church Tuition Assistance Guidelines

The Crowley Seventh-day Adventist Church believes in the transformative power of Christian education. Recognizing the importance of an education rooted in Christian principles, our church provides financial assistance to help families access Adventist education.

### Types of Financial Assistance

The church provides tuition assistance under the following circumstances:

1. **Constituent Tuition Rate Matching:** The church will cover the difference between the constituent and non-constituent tuition rates for the children of Crowley SDA Church members who attend local Seventh-day Adventist schools (Grades K-12).
2. **Need-Based Partial Tuition Assistance:** The church offers partial tuition assistance based on financial need for the children of Crowley SDA Church members attending Seventh-day Adventist schools (Grades K-12). A written request clearly stating the family's circumstances must be submitted. (*See Need-Based Qualifications below*)
3. **Homeschool Financial Assistance:** The church provides partial reimbursement for school supplies and textbooks for eligible families who homeschool their children.
4. **Southwestern Adventist University Matching Funds:** The church will provide up to \$500 per semester in three-way matching funds for students attending Southwestern Adventist University.

### Eligibility Requirements

Eligibility requirements aim to support families in their spiritual and relational growth within the church. To qualify for tuition assistance, families must meet the following requirements:

- Submit the online Application for Tuition Assistance Form and a Need-Based Assistance Request Letter (if applicable) by April 30 each school year.
- Be a member of the Crowley SDA Church for at least three months before applying.
- Actively participate in the life of the church by:
  - Attending Sabbath School and Worship Services at least 50% of the time.
  - Volunteering in at least one church ministry (as indicated in the application).
- Faithfully return tithe and offerings to the Crowley SDA Church.

### Payment Schedule

- Payments will be made directly to the school on a monthly basis.
- For homeschool expenses, dated itemized receipts must be submitted to the church treasurer for reimbursement. Reimbursements will be adjusted based on family eligibility.

## **Review, Modification, and Termination of Assistance**

Applications will be reviewed quarterly to ensure compliance with eligibility requirements. Tuition assistance may be terminated or modified under the following circumstances:

- The child graduates, transfers, or drops out.
- The family fails to return tithe and offerings to the Crowley SDA Church.
- The family fails to volunteer for a Crowley SDA Church ministry.
- The family/child attends another church more than 50% of the time.
- The family transfers membership to another church or requests membership removal.
- The family fails to pay their portion of tuition for two consecutive months.
- The family voluntarily requests termination of assistance.

## **Notification Process**

If an applicant does not meet the eligibility requirements, a finance committee member will contact them in person, by phone, by letter, or through a home visit before termination occurs. The decision will then be formally communicated through a detailed letter.

## **Adjustments Due to Other Assistance**

Financial assistance may be reduced if a family receives tuition assistance from other individuals, organizations, or churches. In this event, the tuition assistance received from the Crowley SDA church will not raise the total contribution of tuition paid above 100% of the total tuition bill each month.

## **Need-Based Qualifications**

1. **Stewardship and Accountability:** We are committed to being faithful stewards of church resources. Need-based assistance will be awarded thoughtfully and transparently, with a focus on supporting families who demonstrate genuine financial hardship.

2. **Confidentiality and Compassion:** All information shared in the need-based request process will be strictly confidential. We seek to support families with dignity and care, recognizing the sensitivity of financial challenges.
3. **Partnership with Families:** Tuition assistance is not intended to cover all educational costs but to serve as a supportive partnership. Families are expected to contribute financially according to their ability and remain engaged in their child's education and spiritual development.
4. **Consistency and Fairness:** Each application will be evaluated using consistent criteria to ensure fairness across all applicants. Decisions will be based on demonstrated need, available funds, and the family's adherence to eligibility requirements.
5. **Commitment to Church Community:** Priority is given to families who are actively involved in the life and ministry of the Crowley SDA Church. Engagement in church activities, financial faithfulness, and spiritual participation reflect the mutual investment between the church and its members.

## **Application Process**

1. **Complete the Crowley SDA Church Tuition Assistance Application Form.**
2. **Submit the application** to one of the following:
  - Senior Pastor, Adam Keating
  - Chairman of the Finance Committee, Paul Karmy
  - Church Treasurer, Anna Morrison
  - Church Office Manager, Eva Keating
3. **Finance Committee Review:** The Finance Committee will review during a regularly scheduled Finance Committee Meeting and recommend applications to the Church Board.
4. **Church Board Approval:** Tuition assistance will only be granted after the Church Board reviews and approves the application. Pastors, church officers, or church members cannot guarantee tuition assistance or specific amounts until the Church Board makes a final decision.