

PROCESS FOR COMPLETING GRANT IN AID APPLICATION

To process your request for aid, the Financial Aid Committee will need several forms completed by you, as well as other information that will help us in making a fair decision about the student aid requested this year. There are three different things that need your attention.

First is the letter of recommendation from your pastor. Please see to it that your pastor, either of your home congregation or your vicarage supervisor, sends a letter of recommendation to MY OFFICE. Please include your summer phone number.

The second thing that you will need to get is the DISTRICT FINANCIAL AID APPLICATION. This form may be downloaded from Synod's website (www.lcms.org) under Resources. If you have not already received this form from the financial aid office, please download it, fill out the upper portion and send it to the Financial Aid Office of the college or seminary you are or will be attending. *Please DO NOT send this form to me.* I must receive it from the college or seminary.

The third is the IOWA DISTRICT WEST GRANT IN AID APPLICATION. Please fill out this form as completely as possible. Also be sure to read the back of the form, paying close attention to the **REGULATIONS GOVERNING GRANTS IN AID**. If you agree with these regulations, please sign both forms.

All applications must be complete and returned to my office before you will be considered for financial assistance from Iowa District West. All of the above information must be returned to me by June 1.

It is the desire of the Financial Aid Committee to help each student as much as possible. Please keep in mind that we have a large number of students applying and a limited amount of aid to allot. Please remember that all form must be received before your request will be given consideration. Thank you for your cooperation.

God's blessings

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REGULATIONS GOVERNING GRANTS IN AID

1. Applicants eligible for Student Aid must:
 - a) be members of a congregation affiliated with The Lutheran Church –Missouri Synod in Iowa District West;
 - b) be preparing to become full-time professional church workers in The Lutheran Church – Missouri Synod; and
 - c) have been accepted by a recognized synodical school.

(If the applicant's parents have moved out of Iowa District West and list the applicant as a dependant for IRS purposes, the applicant shall no longer be eligible.)

2. Grants in Aid shall be granted for not more than one school year at a time.
3. Applicants for Grants in Aid should be submitted by **June 1**. Personal interviews may be held before July 15, if the aid is to begin the fall quarter or first semester.
4. Grants will be normally made available after September 1 and January 15.
5. Students must maintain a minimum grade point average of 2.00 to qualify for District Grants in Aid.
6. Copies of the student's grades are to be sent to the Director of Student Aid as often as issued by the school. It is the **student's** responsibility to request this procedure of the educational institution.
7. If the student is no longer studying for full-time church work – it is the **student's** responsibility to inform the Director of Student Aid.
8. Please include a picture of yourself/family with this application.

I have read the regulations, understand them and agree to abide by these regulations.

Signature of Applicant

Date