



**-EPISCOPAL
DIOCESE OF PENNSYLVANIA**
3717 Chestnut Street, Suite 300, Philadelphia, PA 19104
(215) 627-6434 · Fax: (267) 900-2928 · www.diopa.org

**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:
 - a. Tuition, registration fees
 - b. Living expenses
 - c. Books and supplies
6. **The deadline for receipt of a completed application for financial assistance for the regular academic term 2018-2019 is April 27, 2018.**
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 CANON ARLETTE BENOIT JOSEPH at Episcopal Diocese of Pennsylvania, 3717 Chestnut Street, Suite 300, Philadelphia, PA 19104

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

Signature of applicant: _____

**DIOCESE OF PENNSYLVANIA
AID TO THEOLOGICAL STUDENTS FUND
FINANCIAL AID REQUEST FORM**

(Deadline for application: April 27, 2018)

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 2016-2017? _____

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: Canon Arlette Benoit Joseph
Episcopal Diocese of Pennsylvania
3717 Chestnut Street, Suite 300
Philadelphia, PA 19104**

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): _____ _____ _____	_____ _____ _____
TOTAL	\$ _____

Number of dependents _____

List names and ages:

