

Appendix 6 – Guidelines – Metropolitan Bible Church Scholarship Fund

The Metropolitan Bible Church Scholarship Fund is for the purpose of encouraging and financially assisting young people to attend Bible School or Christian Colleges and Universities following their graduation from high-school. The Fund also assists young people to pursue a call to serve as a pastor, teacher or missionary. Scholarships are applicable to the cost of tuition and fees only. Funding is through designated donations to which supporters are encouraged to contribute. This fund was initially set up as a memorial donation upon the passing of Ralph Predmore who loved supporting the Youth at The Met.

Criteria for Administration of the Fund

Qualification for support will be considered on an individual basis according to the following considerations:

1. Priority will be given to students who have demonstrated evidence of commitment, ambition and experience in Christian ministries.
2. The goals and objectives of the student should be in accordance with the doctrine and practice of the Metropolitan Bible Church. Students outside The Met, who can demonstrate their Christian faith, may apply as well. It is a CRA requirement that those outside The Met be eligible. As The Met is a charitable activity, scholarship or bursary programs must be available to a sufficiently broad segment of the community so that public, rather than private, benevolence is provided.
3. The doctrinal statement and theology of the Institution and course content must be in agreement with the doctrine and practice of the Metropolitan Bible Church.
4. The applicant must demonstrate a clear sense of calling to enroll in courses at a Bible School or Christian College / University.

Amount of funding will be considered on an individual basis according to the following considerations:

1. The need will be based upon the financial position of individual and family. A Scholarship Fund Committee, led by the high school youth pastor, will decide how much a student receives (maximum \$750). This will be considered by reviewing the following:
 - a) Feasible family assistance
 - b) Possible input by student through summer work, part-time work and scholarships
 - c) Opportunities for student employment on the campus
 - d) Availability of government grants and loans
 - e) Amount in the fund
2. Balance in the Scholarship Fund. A minimum balance of \$500.00 will be maintained in the fund in order to keep it activated for future opportunities.
3. Funding will be in Canadian Dollars.

Implementation of Scholarship

The scholarship may be accessed as follows:

1. Perceived needs that are recognized by the Youth Pastor and the Committee will be considered.
2. Students may apply for funds by sending a letter of interest and filling out an application form.
3. Applications or referrals will be assessed by the Scholarship Fund Committee.

4. The Committee is chaired by the Youth Pastor. Committee members are approved by the Executive Director of Operations. Terms are limited to 3 years. Committee members may serve a second term after a one-year break. The number of committee members is determined by the Chair, but must not be less than 3. The Finance Officer and a Deacon (to be appointed) are automatically members of the Committee.
5. There must be an arms' length requirement for a committee member to participate in decisions around a possible recipient. In addition, parents (or close relatives) who donate to the program where their children receive a benefit will not receive a tax receipt for the donation if the donation is in the same calendar year as the scholarship award.
6. Qualifying students attending Canadian charitable institutions will receive a letter indicating the amount of funding with a response to be mailed back to the church by the registrar of the Bible School or Christian College / University. The church will then forward the funds directly to the School.
7. Qualifying students attending institutions that are not a Registered Canadian Charity must provide documentation that they have paid their registration fees before they obtain any funding. They will then be provided with a cheque for their Scholarship.

Scholarship Limitations, Restrictions and Taxes

1. Scholarship Fund assistance will be available toward the cost of tuition and fees only, and only for the first two years of post-secondary education. Students must apply for the scholarship each year. The application will be evaluated based upon new information given and updated performance. There may be an exception which will be considered on a case by case basis.
2. Scholarships are awarded for Bible School and Christian College / University programs that are ministry focused.
3. Awards are granted on the basis of the available funds.
4. Applications will be considered twice yearly in July and November.
5. T4A slips will be issued by the church to any individuals who receive scholarship funds accumulating to more than \$500 in a calendar year.
6. Semi-annual reports of the fund status and disbursements will be provided to the Executive Director of Operations and the Treasurer.
7. There will be congregational awareness a maximum 2-3 times per year as needed to replenish funds with the timing at the discretion of the Executive Director of Operations.

Application for the Metropolitan Bible Church Scholarship

Please submit the application, see below, with a covering letter, a letter of recommendation from someone other than your youth pastor, and your personal testimony to the Met Scholarship Fund c/o Metropolitan Bible Church. The covering letter should include a statement that you have read and agree with Articles 2 (Our Statement of Purpose) and Article 3 (Doctrinal Statement) of the Metropolitan Bible Church Ministry Corporation Bylaws. A transcript of credits from your last year of schooling may be requested. The deadline for receiving application is June 30th for the fall semester and November 30th for the Winter Semester.

Personal

Name: _____ Home Address: _____

Phone # : _____ E-mail address: _____

Age: _____ Social Insurance Number (for T4A purposes): _____

How have you been involved in Christian service? :

Why are you preparing for Christian ministry?

Education

Name of Christian Institution you plan to attend: _____

Program of Studies: _____

Address: _____

Outline planned involvement in Christian service while at school

What is the per semester cost for tuition and fees? _____

Total cost of tuition and fees for a full year _____

What other costs will you incur for the year, such as room and board? _____

Are you making application for other financial assistance through your school? Y / N

Are you currently employed full time or part time? Full Time / Part Time

How much are you able to contribute towards your total costs for the year?

Personally _____ Family _____

Signature: _____ Date: _____

Metropolitan Bible Church Scholarship Fund Disbursements

Scholarship funds can be dispensed directly to the Institution on behalf of the student. The following is to be completed by the school and returned to The Metropolitan Bible Church, 2176 Prince of Wales Drive, Ottawa, Ontario K2E 0A1

Name _____

Address _____

Phone # (at school) _____ Home: _____

School Name: _____

Mailing Address: _____

School Confirmation:

I confirm that _____ is enrolled as a student at _____ for the _____ semester, in the year _____.

Registered Canadian Charity # (Not required for U.S. entities) _____

Registrar's name (printed) _____ Position _____

Contact Number _____ Email _____

Signature: _____ Date: _____