Guidelines for Christian Education Assistance Program at the Chinese Community Church of Indianapolis

印城華人教會基督徒教育資助指南

(Approved on 01-14-2023 by Deacon Board)

1. Purpose

Chinese Community Church of Indianapolis (CCCI) supports church members to grow spiritually and become a godly servant-leader for future ministry by providing an education assistance fund for seminary education in preparation for full-time ministry as well as for other enrichment programs/courses at Christian educational institutes or organizations.

There are two types of assistance provided: **Tuition Assistance for Seminary Study**（神學院教育學費資助）and **Christian Education Enrichment Assistance.**（基督徒課程學習資助）

2. Tuition Assistance for Seminary Study 神學院教育學費資助

a. Qualifications

1) The applicant for Tuition Assistance is seeking the college study in preparation of a life-long and full-time service to the Lord.

2) The assistance is for supporting a degree-pursuit, Christian faith-related, study in a seminary college.

3) A non-degree or a certificate/diploma program study does not qualify for the Tuition Assistance. Applicant of non-degree study should apply for the Christian Education Enrichment Assistance instead.

4) The applicant should perform thorough research on the seminary school he or she intends to attend to ensure that it has sound evangelical Christian education, by obtaining materials about its curriculum, teaching staff, teaching resources, education outcomes, and other relevant evidence of the quality of its education. The applicant should provide these materials to the Education Committee for consideration. The applicant may inquire with the Committee about the previously approved seminary schools.

5) The applicant must be a member of CCCI who has shown active participation in church activities. If the applicant resides in the Indianapolis metropolitan area during the study years, he or she is encouraged to continue engaging in the serving activities of CCCI. The applicant is not required to serve in CCCI after graduation.

6) The applicant can be enrolled as a full-time student or a part-time student. The assistance level is adjusted for the different enrollments.

b. Assistance level

The support for qualified degree-oriented study is $500 per month for a full-time student, or $300 per month for a part-time student. For duration of assistance, please refer to section e. below.

The assistance can be paid in a lump sum towards a tuition (paid directly to a school on behalf of the student or as a reimbursement to the student with the proof of tuition payment), or as a monthly payment to the student

c. Application Procedure for Tuition Assistance

1) The application should be submitted to CCCI office, Attention: Education Committee. Note it may take up to two months to process an application. Please reserve appropriate time for the application process.

2) The application document should include: (1) A one-page statement about your faith and calling for a life-long and full-time service to the Lord; (2) Your mission statement about your future ministry plan; (3) Your reason of attending this specific seminary college and how to achieve your study goal; (4) The reason of the need for the assistance fund. (5) At least two reference letters from spiritual companions/leaders (one should be from a pastor of CCCI).

3) The Education Committee will conduct an interview to learn more about your academic/ministry pursuits. The committee may also contact the references submitted on the application. The committee will review each application thoroughly and then recommend it to the church Deacon Board for approval if the committee concludes that the application meets the requirement and purpose of the assistance program.

4) If the application is approved by the Deacon Board, the Committee will notify the applicant. After the applicant receives the admission letter, the Committee will make arrangements for the payments.

5) Quarterly letters to the Education Committee are required to provide updates on the student's academics as well as spiritual well-being.

d. Assistance Renewal:

1) To renew the assistance, the applicant must submit a tuition assistance renewal application each year, which should include a summary of study progress as well as the continued need for the assistance fund.

2) The Education Committee will review the renewal application and approve if appropriate.

3) GPA Requirement: On a 4.0 grading scale, a minimum of a 2.5 GPA must be maintained in order to qualify for the tuition assistance.

e. Duration of Assistance:

The assistance is limited to the typical study duration for the program in which the applicant is enrolled. Any further extension of assistance must have special reasons and can only be considered after a thorough discussion by the Education Committee with the applicant. If deemed appropriate by the Committee, the application of further extension of assistance will be sent to the Deacon Board for approval.

3. Christian Education Enrichment Assistance 基督徒課程學習資助

a. Qualifications

1) The applicant must be a member of CCCI who has shown active participation in church activities.

2) The study must align with the mission of CCCI and the goal is to prepare the student for better serving CCCI.

3) The applicant should actively engage in the serving activities of CCCI during and after the study.

4) The enrolled program/course should have a formal curriculum, a clear teaching schedule, homework assignment, and evaluation/testing procedures to ensure the quality of the study. Such information should be provided to the Education Committee for evaluation of the eligibility for the support.

b. Assistance level

The assistance is in the form of a reimbursement for the enrollment fee of the study course/program, with an upper limit of $300. The applicant should pay the fee upfront. The church will reimburse the applicant after approval by the Education Committee.

An applicant may apply for the Christian Education Enrichment Assistance up to 3 times each year.

c. Application Procedure for Christian Education Enrichment Assistance

1) The application should be submitted to CCCI office, Attention: Education Committee.

2) The application document should include: (1) A one-page statement about your faith and calling for enhancing your knowledge/skills to better serve the Lord; (2) A brief statement about your future service plan; (3) The reason of choosing this specific course/program and how to achieve your study goal; (4) The reason of the need for the assistance fund.

3) The Education Committee reserves the right to conduct an interview with the applicant to learn more about the applicant's serving and study pursuits. The committee will review the application thoroughly and approve it if the application meets the requirement and purpose of the assistance program.

4) After approval, the Committee will notify the applicant. Upon the applicant providing the receipt of the study enrollment fee, the Committee will make arrangements for the reimbursement.

4. Related CCCI Policies

The previous policy documents of "Christian Education Tuition Assistance Program at CCCI (Approved on 20-Nov-2013 by Deacon Board)" and "Guidelines for Scholarship Support of Seminary Studies Chinese Community Church of Indianapolis (CCCI)" shall be replaced by this policy and thus shall not be applied for deciding assistance after this policy is approved by the Deacon Board of CCCI.