

IMMANUEL EV. LUTHERAN CHURCH

POLICY & PROCEDURE

Effective Date: February 1, 2016

Policy Number: IL15-001

Subject: Student Aid for Higher Education

Revision Date: N/A

Application: Requesting Financial Support

Pages: 2

I. PURPOSE

The purpose of this policy is to establish guidelines on tuition support for members and the children of Immanuel's members attending WELS higher education institutions and synod worker training schools or educational programs. Examples are: WELS high schools, preparatory schools, ministerial (WELS Seminary) or teacher training institutions (Martin Luther College).

II. POLICY

All Immanuel Ev. Lutheran Church members and children of members are eligible for education tuition support from the congregation. The congregation will fund up to one half the tuition rate. Requests for funds exceeding that amount must be requested from the Church Council via the Board of Youth Christian Education prior to enrollment.

All funds will be given to the institution or governing body. No funds will be given directly to the requesting member.

It is expected that the requesting member will first seek financial aid from other sources or the institution being applied to. Immanuel's funds should be considered as a means to fill a gap or shortfall in funding that cannot be met by either the member or through other tuition assistance programs. The purpose of this is to prevent rapid draining of limited available funds.

The applying member must authorize an officer of Immanuel to speak with representatives of the institution or governing body regarding this financial support.

III. PROCEDURE

A. Enrollment or applications for enrollment in a WELS supported institution or program should be done in accordance with guidelines established by the particular institution or governing body.

B. The member should work with the institution or governing body to resolve financial obligations and if needed, request tuition assistance from that organization.

C. If the member requires additional financial assistance, request for the needed funding should be made to the Church Council via the Board of Youth Christian Education (YCE). The YCE board will evaluate the request, discussing with the

requesting member their financial situation. The YCE board shall not inform the requesting member of their decision.

D. The Chairman of the Board of YCE will make a recommendation to the Church Council for approval or disapproval, or if an adjustment to the requested funding is recommended.

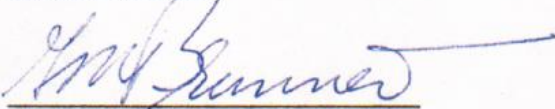
E. The Church Council will evaluate the request and approve or disapprove the YCE Chairman's recommendation.

F. The President or Chairman of the Board of YCE will notify the requesting member of the Church Council's decision.

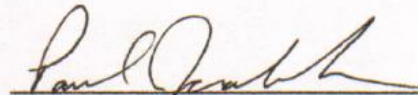
G. The Treasurer will work with the institution or governing body and provide any approved funding to that organization.

This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.

Immanuel Ev. Lutheran Church, Kewaunee
Church Council



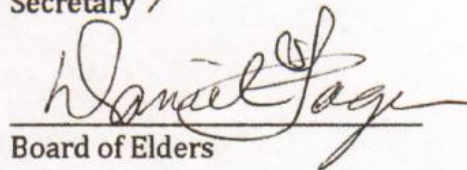
President



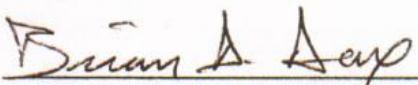
Secretary



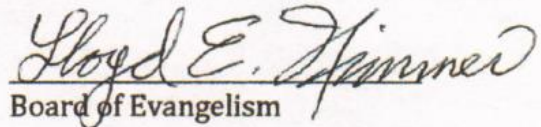
Treasurer



Board of Elders



Board of Youth Christian Ed.



Board of Evangelism



Board of Property