



Title: ECC Scholarships

Policy #: 57

EXPIRES: When Replaced

ISSUED BY: Church Council

SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	6/15/21	STEFANIE TRAKEL	TO ESTABLISH GUIDELINES FOR SCHOLARSHIP USE

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to families of the Early Childhood Center.

3 Policy

Families with a financial hardship will be eligible for scholarship funds in the amount of 10% of their total bill. This applies to Preschool, 4K and childcare ministries. Scholarships need to be reapplied for annually.

4 Procedure

1. If a family expresses a financial hardship, they will be given form X136 for completion.
2. The form will be submitted to the Director of Church Administration for review and approval. Proof of financial hardship will not be required.
3. The Director of Church Administration will notify the family of the approval of the scholarship for one year.
4. A monthly journal entry will be done at the close of each month, transferring the scholarship funds from the dedicated account into accounts receivable to offset that portion of the bill.
5. The Scholarship Dedicated Account will be monitored by the Director of Church Administration and grant money will be sought in the event the fund begins to deplete.

5 Forms

X136 ECC Scholarship Form
