

Fall 2017
DUE: 8-18-17

Interested ministries will complete the information below and submit the completed form to the Ministry Residency Program Director, Dan MacLeay (contact information at the bottom of the form).

MINISTRY:

Ministry Name: _____

Contact Person: _____

Street: _____

City, State, Zip: _____

Contact Email: _____

Contact Phone: _____

RESIDENT:

Student Name: _____

Student Number: _____

Student Email: _____

Tuition Pledge for Fall 2017: \$ _____

(Form Due August 18, 2017)

STUDENT SIGNATURE

DATE

MINISTRY CONTACT SIGNATURE

DATE

What the ministry is responsible for:

1. Completion and submission of this form every semester for which the ministry plans to contribute towards a student's tuition. Forms must be submitted no later than 10 days before the start of any term (approx. August 15, January 15, May 1).
2. Updating the Denver Seminary Program Director with any changes in the Ministry Residency positions provided by the ministry (releasing a student, change in student's role, etc.).
3. Submitting payment in full prior to the end of the applicable semester.
4. Managing all tax and payment details associated with paying scholarship funds and/or additional living stipends.
5. Put Student & Amount in 'notes' of check.

What Denver Seminary is responsible for:

1. Awarding pledged tuition amounts to the student Ministry Residents prior to the payment deadline so that students can make payment arrangements for any amount not covered under the Ministry Residency Program.
2. Applying a 10% discount to each student's account.
3. Tracking any credit amounts resulting from overpayments (see below).

What students are responsible for:

1. Maintaining Satisfactory Academic Progress (details available from the Financial Aid Office).
2. Enrolling at least half-time (5 credits) as a student at Denver Seminary.
3. Communication with the church about what terms he/she will be enrolled in (i.e. Summer) and expected graduation dates.
4. Student agrees to allow Denver Seminary to release their billing information to the partner organization.

1. All tuition payments are non-refundable. Overpayments resulting from a student withdrawing from courses or the early termination of a student's contract may entitle the church to a credit that is transferrable to a different student within that academic year. Credits based on each individual situation. The Ministry Program Director will coordinate with the ministry to determine a course of action.
2. Ministries that do not submit payment in full for any pledged amount before the end of the applicable semester will be placed on a warning semester. Failure to submit timely payment in full for two semesters in a row will result in suspension from the program until all financial issues are resolved.
3. Pledges and payments are not compensation for work.
4. The Ministry Residency Program is an Internship Program.
5. The Seminary partners with a variety of organizations and a Residency placement does not equal an endorsement of the theology or practices of our Residency partner.

IMPORTANT! Students and Ministry Partners must have this form returned by due date or student will show delinquent with business office and may risk their classes being dropped.

CONTACTS:

Daniel G. MacLeay – Program Director
direct: 303-909-1603 office: 800-922-3040
dan.macleay@denverseminary.edu

Lisa Ricci – Program Coordinator
office: 303-762-6908
lisa.ricci@denverseminary.edu