

## **POLICIES OF THE EDUCATIONAL ASSISTANCE COMMITTEE**

Trinity Lutheran Church, Reading, Pa.

1. Other than where excepted by the terms of the scholarship or loan, all applicants/educational assistance recipients, must be active confirmed members of Trinity Lutheran Church, Reading, Pa. or Trinity Deaf Congregation.
2. First consideration will be given to applicants who have been active in the worship and service life of the congregation.
3. Applicants must maintain a GPA of not less than 2.0 to be eligible to receive loans or scholarships. Some scholarships require higher GPA.
4. Applicants should have completed the application for Federal and State financial aid...this is mostly for their benefit.
5. All candidates must participate in an interview with the committee. Phone, IM or e-mail interviews may be arranged if the applicants work or school situation preclude their presence at the time of interviews.
6. All candidates must present a current transcript by the time of their interview. Checks will not be mailed until we have a current transcript with at least a 2.0 GPA. (higher in certain funds)
7. A maximum of \$5,000 per year per applicant may be disbursed from the Dickinson and Bard Funds... if funds allow. Loans will be limited to a total outstanding amount of \$25,000 unless otherwise approved by the committee and Vestry.
8. These funds are available for part-time students as well as full time students. Although most of the funds are distributed to undergraduate college students, funds are also available to graduate students and to those attending accredited post high school vocational/technical schools.
9. Checks will be made payable to the institution unless otherwise requested for proper cause and after committee approval. Proof of payment to the institution will be requested.
10. Keeping in mind that the majority of this money is distributed as loans, it is imperative that the proper paperwork be completed to aid in the later collection of the money:  
In the case of a minor, the parent or legal guardian must sign the Loan (Promissory Note) and Surety agreements, which need not be notarized.  
Students 18 years of age or older, sign the Loan agreement (Promissory Note), their parent or another responsible party will sign the Surety Agreement, neither of which need to be notarized.  
A majority borrower, who is employed, may sign their own Loan Agreement (Promissory Note) without a Surety Agreement, with committee approval, no notarization needed. They must also sign a Judgment Note, which must be notarized.  
The Committee may require a Judgment Note from any applicant approved for a loan when the Committee, in the reasonable exercise of its discretion, determines that a Loan Agreement (Promissory Note) and Surety Agreement are impractical or insufficient to provide the requisite level of security for repayment.
11. Money is to be repaid, beginning within a year of graduation or leaving school, in equal monthly payments of at least 1% of the original total Principal Sum per month, or \$25.00, whichever is greater, and continuing until the entire loan is repaid. As long as the loan is repaid on time, it is interest-free. An interest charge of 6% per year will be charged on overdue money.
12. Every effort will be made to inform and remind outstanding loan holders of their obligation to repay their debt in order that others may have assistance in the future. To that end, the Loan Administrator will have the responsibility of ongoing review of the accounts.

13. Upon graduation (or leaving school) a letter will be sent to the loan holder reminding them of their obligation.  
Monthly statements will be mailed to any person who has money outstanding reminding them of their obligation.
14. All Educational Assistance Committee correspondence and bookkeeping will be handled through the Financial Administrator. Any changes in policy or procedure will be brought to their attention in writing. If they are unable to comply with our requests in a timely fashion, we will be so informed and will request the assistance of the Church Secretary. All Educational Assistance Committee financial records will be computerized and kept in that manner.
15. An account will be established for each applicant using their Social Security number for tracking purposes. We will also request the Social Security numbers of their parents in case they are needed for future tracking purposes. This record will be maintained from the time of application and retained for seven years after repayment has been completed.
16. The Loan Administrator may, after all reasonable efforts have failed, enter a judgment note (if signed) and/or use the services of a collection agency to pursue delinquent loans.