First Baptist Church of Glenarden
Financial Assistance Application Instructions

Dear Applicant,

In keeping with our commitment to education, First Baptist Church of Glenarden has established an Undergraduate Financial Assistance Program. Through this program, we are able to assist students with the attainment of their educational goals.

Attached to this letter, you will find an application, the program guidelines and the criteria used to determine eligibility for financial assistance. Please review the guidelines and criteria, then thoroughly complete and submit the application with all the necessary attachments to:

FIRST BAPTIST CHURCH OF GLENARDEN
3600 BRIGHTSEAT ROAD
LANDOVER, MD 20785
ATTENTION: EDUCATION MINISTRY

OR

DROP OFF applications at the Ministry Support Office at the Worship Center.

Should you have any questions regarding any aspect of the program, you may contact Dana DeVance at 410-627-4278 or send an email to financialaid@fbcglenarden.org. All applications must be received in the Education Ministry mailbox, or **postmarked by**, no later than **June 13, 2014.**

God bless,

Financial Assistance Committee
FBCG Education Ministry

First Baptist Church of Glenarden
Financial Assistance Application Instructions

I. PROGRAM MISSION

The mission of the First Baptist Church of Glenarden (FBCG) financial assistance program is to provide financial assistance awards to aid students in the attainment of their educational goals.

II. ELIGIBILITY CRITERIA

The following is the criteria for applying for FBCG financial assistance.

- Must have financial need.
- Must be a member of First Baptist Church of Glenarden.
- Must be an active member of a FBCG Ministry during the 2013-2014 school year.
- Must be working toward a undergraduate degree or professional certification.
- Must be either a graduating high school student or a returning college student.
- Must be a full-time student.
- Must have a minimum cumulative grade point average of **2.5** or higher.
- Age limit is 22 years old at the time of application submission deadline.

III. EVALUATION CRITERIA

The financial assistance application must be completed in order to apply. Financial assistance awards will be granted based upon a point system, with points awarded in four categories. The categories are:

- Financial Need – maximum of 40 points
- Church and Christian Outreach Service/Activities – maximum of 30 points
- Grade Point Average – maximum of 20 points
- Extracurricular Activities/Part-Time Jobs – maximum of 10 points

Note: Regardless of the total number of points earned, points must be earned in the categories of Financial Need and Church and Christian Outreach Activities.

The following is an explanation of the four evaluation categories:

1. Financial Need

The information provided on the financial assistance application will be kept confidential. Applicants may be asked to provide proof of household income before they can be considered for aid based on financial need. Do not provide any personal financial documents with this application. Points will be awarded for financial need using the following criteria:

- Household income of under $50,000 annually
- Single-parent household
- Household income of $50,000 - $75,000
- Household income of over $75,000 - $125,000
- Household income of over $125,000

2. Church and Christian Outreach Activities – Ministry Involvement

This includes active membership in a FBCG ministry. Active membership indicates participation and volunteerism or service provided to the church community. This also includes any church or college chapel activity by students who may attend school out of the local area. The ministry head must verify all information in writing by filling out the ministry verification form. All memberships/participation must have occurred during the current academic year. You may include up to two activities. **(See verification forms for completion of this section.)**

Examples that do not qualify are activities in which you are being served, i.e. receiving tutoring services. Thus, if you are in leadership, provide the tutoring services, help with Hospitality or AV, you are an active member of a ministry. All ministry/service must be verified by the ministry leader/supervisor.

3. Grade Point Average
Points will be awarded for grade point average based on the following criteria:

- 3.8 - 4.0
- 3.5 - 3.79
- 3.0 - 3.49
- 2.7- 2.99

Note: The most recent FINAL official transcript must be submitted.

4. Extra-Curricular Activities

Extra-curricular activities include membership in school-sponsored clubs/events, sports, part-time jobs, community service projects, etc. These must be current and verified in writing by the sponsor or coordinator; and must have occurred during the current academic year. You may include up to two activities. **(See verification form for completion of this section.)**

IV. QUALIFICATION/EVALUATION FOR AWARD

- **A minimum of 55 points are needed to qualify.**
- Applicant must be an undergraduate working toward a degree or professional certification.

V. APPLICATION PROCESS

The financial assistance application process is as follows:

- Complete a FBCG financial assistance form (included in this package).
- Submit the completed and signed financial assistance form to the Education Ministry with ALL required attachments by the deadline.

DUE: June 13, 2014 by 6 p.m.

- The financial assistance form must be fully completed and signed by both the student and the parent/guardian.
- FBCG Financial Assistance Committee evaluates and selects recipients.
- Recipients are notified of the initial status of their application.
- **Cumulative/Final Grade Reports are due by June 13, 2014. (Awards are not confirmed until received.)**
- Recipients attend the Annual Financial Assistance Program/ Recognition Sunday in July.
- Lump-sum award checks are disbursed to the recipients' schools in early fall.

VI. AVAILABILITY AND PRESENTATION OF THE FINANCIAL ASSISTANCE AWARDS

- The number and amount of awards will be based on the funds available.
- The awarding of financial assistance will be made at the Annual Awards Program/Recognition Sunday. All recipients will be responsible for attending a required service to be recognized.
- Merit awards will be given to first-time students who meet the criteria. **All** awards will still be based on financial need.

VII. DISQUALIFICATION/FORFEITURE OF FINANCIAL ASSISTANCE AWARD

The following actions will result in the forfeiture/revocation of any financial assistance award:

- Willfully giving false information
- Failure to supply ALL required documentation
- Misuse of funds (Any funds not used for designated purpose MUST be returned to FBCG; funds may be used for the purchase of books if the financial need has been met.)
- **Failure to enroll as full-time student**

VIII. CLARIFICATION

Any questions regarding these guidelines/procedures should be directed to Dana DeVance, Chairperson, Financial Assistance Program at 410-627-4278 or financialaid@fbcglenarden.org.

IX. NOTIFICATION

All applicants will be notified upon receipt of their application. Applicants will be notified of the status of their application **via email only**. The decision of the screening/evaluation committee, in prayerful consultation with the Pastor is final.

FINANCIAL AID CHECK LIST

Please check the following information is completed before submitting your financial assistance application: (Please label and place your documents in the following order):

1. ☐ Completed application
2. ☐ Your most recent transcript/report card showing your cumulative overall GPA of a 2.5 or higher
3. ☐ Ministry Verification Form(s), completed for your activities (two maximum). Copy as needed.
4. ☐ Extra-Curricular Verification Form(s), completed for activities (two maximum). Copy as needed.
5. ☐ Copy of your FBCG membership verification (email #itdepartment@fbcglenarden.org to verify.)
6. ☐ Financial essay – One to two typed pages explaining why you should receive this award.
7. ☐ Acceptance letter
8. ☐ Recent photo (i.e., senior portrait), digital files only; email to financialaid@fbcglenarden.org.

Deadline June 13, 2014

LATE APPLICATIONS WILL NOT BE CONSIDERED.

All information is subject to verification. Falsification of information on the application will result in disqualification. First Baptist Church of Glenarden will hold all information reported on the application in strict confidence.

I have reviewed this application to ensure accuracy and completeness.

_____ _____
APPLICANT'S SIGNATURE **DATE**

_____ _____
PARENT/GUARDIAN SIGNATURE **DATE**

Education Ministry
First Baptist Church of Glenarden
3600 Brightseat Road, Landover, MD 20785
301-773-3600

MINISTRY INVOLVEMENT VERIFICATION FORM

Dear Ministry Head/Leader,

I greet you in the name of our Lord and Savior, Jesus Christ. The FBCG Financial Assistance Committee has begun accepting financial assistance applications for the 2014-2015 school year. The committee must verify all information submitted by the applicants. Please fill out the information below, sign and return this form to the student as soon as possible. The application deadline is June 13, 2014. Thank you for your assistance. If you have any questions, please feel free to contact Dana DeVance at 410-627-4278 or financialaid@fbcglenarden.org.

Yours in Christ,

Ms. Dana DeVance
Chairperson
FBCG Financial Assistance Program

I verify that _____ is an active member of
Applicant/Student's Name

the_____ Ministry for the 2013-2014 academic school year.

Additional notes/comments:

_____
Ministry Head (Name printed) Signature Title Date

Telephone number: _____

Applicant Note: This form must be signed by your involvement coordinator. Please make copies to provide additional verification forms if you are actively involved in several ministries.

Education Ministry
First Baptist Church of Glenarden
3600 Brightseat Road, Landover, MD 20785
301-773-3600

EXTRA-CURRICULAR COMMUNITY INVOLVEMENT VERIFICATION FORM

Dear Faculty/Community Leader,

I greet you in the name of our Lord and Savior, Jesus Christ. The FBCG Financial Assistance Committee has begun accepting financial assistance applications for the 2014-2015 school year. The committee must verify all information submitted by the applicants. Please fill out the information below, sign and return this form to the student as soon as possible. The application deadline is June 13, 2014. Thank you for your assistance. If you have any questions, please feel free to contact Dana DeVance at 410-627-4278 or financialaid@fbcglenarden.org.

Ms. Dana DeVance
Chairperson
FBCG Financial Assistance Program

I verify that _____ is an active member of
Applicant/Student's Name

the_____ organization/team/club/activity
for the 2013-2014 academic school year.

Additional notes/comments:

_____
Department Head (Name printed) Signature Title Date

Telephone number: _____

Applicant Note: This form must be signed by your involvement coordinator. Please make copies to provide additional verification if you are actively involved in several activities.