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KCEA CHRISTIAN SCHOOL STAFF

SCHOLARSHIP PROGRAM

2023-24 PROGRAM POLICIES AND PROCEDURES

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PROGRAM POLICIES:

1. KCEA's annual scholarship per staff member is **$650.** KCEA's scholarship is not reduced if a school/church/third party also provides part of the tuition/fee cost.

2. For purposes of the KCEA Staff Scholarship Program, **the scholarship year begins with the summer semester(s)** and extends through the following spring semester(s).

3. A **first-come, first-served** rule applies. When the current annual allotment of scholarship money is exhausted, applicants will be placed on a waiting list for the current year. Applicants on the waiting list are not automatically transferred to the next year.

4. The applicant **must be employed**, full-time or at least a half-time teaching load, by a KCEA-affiliating school when enrolled in the course.

5. The applicant **must be certified** through the KCEA STAFF CERTIFICATION PROGRAM, thus signaling an ongoing commitment to improved professionalism and ministry, when enrolled in the course.

6. An applicant must meet **an income requirement**. The household *(federal definition)* Adjusted Gross Income (AGI) on their 2022 federal tax return(s) must not exceed the following dollar amounts for the number of people in the household. If more than one tax return, the amounts of the AGIs are aggregated.

# in household	1	2	3	4	5	6	7	8
AGI maximum	$36,450	$49,300	$62,150	$75,000	$87,850	$100,700	$113,550	$126,400

7. Scholarships are awarded for **a college/grad school course**, usually a three-credit hour course (for credit, not for audit).

8. Coursework must be **directly related** to the applicant's Christian education "job"/ministry.

9. Coursework may be part of a **degree-earning program or self-standing**.

10. Coursework must be undertaken at **an institution that has partnered with KCEA** through their faculty's leading or teaching in KCEA training venues (Conference, Seminars, All-State, etc.) no less than twice in the previous five years. The list of partner institutions can change year by year.

11. **KCEA's payout** goes directly to the student's account at the college/grad school.

12. In the very unlikely event that one must withdraw from the course, we request that the recipient carefully observe the **refund policy** of the institution. If a refund is received, KCEA should receive only its proportionate share of that refund.

> Thought and prayer has been invested to develop policies and procedures. Regardless of our previous diligence, we may find it prudent to modify our policies and procedures from time to time.

STEP-BY-STEP PROCEDURES:

It is the responsibility of the applicant to initiate a series of communications *between the applicant and KCEA*.

1. **First**, the applicant is wise to do some homework.
    (a) What specific coursework is tentatively the attractive course for matriculation in 2023-24? Where? When?
    (b) What specific steps are necessary to be current under the KCEA Staff Certification Program? Official transcripts are required for those newly applying, and this takes some time for your alma mater to supply.
    (c) What questions exist about the scholarship process?

2. **Second**, the applicant transmits his/her tentative plans to KCEA via the APPLICATION FOR $650 SCHOLARSHIP form. *This action, once approved, reserves a tentative "place in line" for a scholarship award and reserves award money pending final planning and enrollment.* Electronically transmit a copy of the completed form to tclater@KCEA.com.

3. **Third,** the applicant transmits his/her REQUISITION FOR PAYOUT OF APPROVED SCHOLARSHIP form when their plans are "set" and the details of enrollment are confirmed (or being confirmed) with the college/grad school. *This provides confirmation of important details to enable KCEA to release the scholarship award to the student account at the correct college/grad school for the correct enrollment date.* Electronically transmit a copy of the completed form to tclater@KCEA.com.

4. **Fourth**, the applicant keeps the KCEA staff informed of any changes to plans.

5. **Fifth**, the applicant accomplishes the coursework and then completes the FEEDBACK FROM ENROLLMENT AND COURSEWORK form. *This feedback is deemed to be important for the ongoing success of the program.* Electronically transmit a copy of the completed form (with a scanned or screen shot of the course final grade) to tclater@KCEA.com.

COLLEGE/GRAD SCHOOL PROGRAM DETAILS:

It is the responsibility of the applicant to initiate a series of steps between the applicant and the college/grad school of choice.

1. Unless the applicant is already admitted to an institution for coursework, remember that enrollment in a college/grad course typically **requires an admission application process**. This typically requires the submission of an official academic transcript(s) attesting to meeting enrollment prerequisites – especially previous coursework and cumulative GPA. Some colleges/grad schools may allow temporary admission to take a course utilizing a non-official transcript. Some do not. Allow time to get through this process.

2. Colleges/grad schools typically *prefer* no less than two weeks of **lead time** for an accepted student to

register for a course and for the business office to handle financial matters. Allow time for the office to do their administrative tasks.

3. Enrolling for a college/grad course typically requires the student to **secure the assigned textbooks and materials**. Allow time to get this accomplished.

4. It is necessary for the process for a KCEA scholarship to commence early enough to meet the college/grad school's typical request for KCEA scholarship money to arrive at the **business office** about two weeks before the beginning of classes.

5. Some colleges/grad schools place the responsibility on the student to **pay all fees and tuition** before attendance at the first class. Others have their own policies. Plan for how you will adhere to your institution's policies.