

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Scholarship Policy**
TIU POLICY #: **P-501**
STATUS: **Approved, February 2004**
 Updated, August 2015

I. PURPOSE:

To specify policy for accepting gifts of, and disbursing funds available from, endowed and non-endowed scholarships and awards.

II. SCOPE:

This policy applies to all Trinity International University (University) employees involved in any way in soliciting, receipting, awarding or accounting for endowed and non-endowed scholarships and awards.

Included in this policy are definitions and requirements for the following:

- A. Trinity International University General Scholarships
- B. Endowed Named Scholarships
- C. Annual Named Scholarships
- D. Church Scholarships and Grants

III. POLICY:

A. Trinity International University General Scholarships

Financial Aid awards institutional scholarships annually from the general budget. Gifts may be designated to help support these through general scholarships. This type of scholarship gift does not offer a naming opportunity and may not be designated for a specific student.

B. Endowed Named Scholarships

Endowed scholarships establish an individual endowment fund that provides for students in perpetuity. Funds are invested in a pooled-income approach to achieve the maximum return.

1. General:
 - a. All endowed scholarship agreements are to be in writing and signed by both the donor and Chief Advancement Officer;
 - b. Donors are given the option to add gifts either to the endowed portion or to increase the scholarship award amount for an individual year;
 - c. The selection of scholarship recipient(s) must be made by the University rather than the donor(s);
 - d. The Advancement Office will ensure that all endowed scholarship agreements meet acceptable criteria, which may include consulting Financial Aid in some instances to discuss specific criteria desired by a donor.

2. Defining Budget Relieving and Budget Neutral Endowed Scholarships
 - a. Budget Relieving Endowed Scholarships:
 - i. Scholarships that provide funds to underwrite unfunded institutional grants and scholarships that are awarded to students.
 - ii. Budget relief is available because of the broad criteria set by the donor. This allows financial aid to be awarded strategically without naming the scholarships prior to awarding.
 - iii. Consequently, institutional scholarships are underwritten with the proceeds from these endowed scholarship funds.

 - b. Budget Neutral Endowed Scholarships:
 - i. Scholarships that provide funds for students who meet specific criteria established by the donor. Normally, the purpose of these scholarships is primarily to further a particular cause or agenda that is important to the donor.
 - ii. These scholarships are more labor intensive because of the additional application and selection processes required.
 - iii. The funds from these endowed scholarships add to students' aid offers rather than funding the unfunded institutional grants and scholarships.
 - iv. These scholarships may, however, help the University because they may allow costs to be more affordable to a student.

3. Criteria:
 - a. Optimal: No specific requirements; first year student and renewable; budget relieving.
 - b. Acceptable: Broad requirements (preferably no more than two of the following: gender, ethnicity, career/mission/academic program, marital status); criteria framed as a preference; budget relieving or budget neutral.
 - c. Less Desirable: A specific life experience; changing criteria from year to year; multiple criteria; probably budget neutral because of criteria limitations.
 - d. Unacceptable: Donor interviewing and/or choosing candidate.

4. Minimum Amount: \$20,000; initial gifts less than \$20,000 with a specific plan to reach the \$20,000 will be considered at the discretion of the Gift Acceptance Committee.

5. Awarding:
 - a. Amount:
 - i. Determined by the Endowed Scholarships Committee based on the accumulated earnings balance as of December 31 up to a maximum of 5%;
 - ii. Award amounts can never decrease the endowed scholarship below the corpus of the scholarship.
 - b. Recipient:
 - i. Financial Aid selects all recipients. In the event that the chosen candidate does not attend the University, a new recipient will be selected if possible.
 - ii. If a scholarship becomes perpetually problematic to award based on the criteria, Advancement will consider contacting the donor to adjust the agreement to make it broader in scope.
6. Vesting Period:
 - a. The scholarship will be available to award the first fall semester following a 12 month vesting period based on the awarding guidelines above.
 - b. Donors may choose to make an additional annual gift to add to the endowed award amount or accelerate an award while the endowed gift is still vesting.

C. Annual Named Scholarships

Financial Aid awards institutional scholarships annually from the general budget. Gifts may be designated to help support these through general scholarships. This type of scholarship gift does offer a naming opportunity but may not be designated for a specific student. Annual Named Scholarships are available for individuals or churches who desire to support an annual scholarship committing to a minimum of three year duration with a minimum gift of \$2,500 per year, the total of which is awarded to the scholarship recipient(s).

1. General:
 - a. All annual named scholarship agreements are to be in writing and signed by both the donor and Chief Advancement Officer;
 - b. The selection of scholarship recipient(s) must be made by the University rather than the donor(s);
 - c. The Advancement Office will ensure that all endowed scholarship agreements meet acceptable criteria, which may include consulting Financial Aid in some instances to discuss specific criteria desired by a donor.
2. Minimum Amount: \$2,500; scholarship gifts should be given prior to March 15 in order to be awarded in the following fall semester.
3. Criteria:
 - a. Optimal: No specific requirements; first year student and renewable.
 - b. Acceptable: Broad requirements (preferably no more than two of the following: gender, ethnicity, career/mission/academic program, marital status); criteria framed as a preference.

- c. Less Desirable: A specific life experience; changing criteria from year to year; multiple criteria.
 - d. Unacceptable: Donor interviewing and/or choosing candidate.
4. Awarding:
- a. Amount:
 - i. Determined based on the total amount given or on the amount stipulated in the scholarship agreement.
 - ii. The scholarship will be disbursed to the student's account, one-half of the annual scholarship amount at the beginning of each semester.
 - b. Recipient:
 - i. Financial Aid selects all recipients. In the event that the chosen candidate does not attend the University, a new recipient will be selected if possible.
 - ii. If a scholarship becomes perpetually problematic to award based on the criteria, Advancement will consider contacting the donor to adjust the agreement to make it broader in scope.

D. Church Scholarships and Grants

1. Church Match Grant

This grant provides matched funds for every dollar a church donates toward a particular student's education with the following matching limits per academic year:

- Any church;
- EFCA church;
- University alumni;
- Amounts determined by Financial Aid.

Students attending for one semester will be eligible for half of the standard amount. Summer sessions are not included. The application form and check must be received by the Financial Aid Office before the first day of class each semester. This grant is funded by institutional scholarship funds.

2. Trinity Church Partnership Grant

This grant provides additional scholarship funds to active church attendees who are new first year University students. The purpose of this grant is to increase giving by churches through a relationship with the Advancement Office. Funds are awarded based on the church donation amount given to the Trinity Fund per church attendee per calendar year. This grant is funded by general scholarship funds.

Determinations of church giving are established at the conclusion of each calendar year by the University Advancement Office. A list of eligible churches is submitted to the Financial Aid and Admissions Offices no later than February 1. Churches need to provide documentation of average church attendance. The number of attendees for

Evangelical Free Churches is determined by the Evangelical Free Church Annual Report.

Since total institutional aid cannot exceed full tuition, the Trinity Church Partnership Grants will be adjusted accordingly for students with large amounts of institutional aid. This grant is available in addition to the traditional Evangelical Free Church Grant provided by the University to undergraduate students who regularly attend EFCA churches.

The Trinity Church Partnership Grant is available to new traditional undergraduate and graduate, degree-seeking Deerfield students. Part time students are eligible for this grant on a prorated basis. Students must apply for the grant as a part of the financial aid application process. The application includes approval by the pastor as a regular attendee at the sending church. Application forms are available from the Financial Aid office, and priority is given to applications submitted by April 1 for the fall semester, and by November 1 for the spring semester. Trinity Church Partnership Grants are not available for summer or any other term of attendance.

Churches are responsible for determining a maximum of six recipients who will be eligible for the Trinity Church Partnership Grant (limited to three undergraduate students and three graduate students).

3. Church Ambassador Program

The purpose of this grant is to build relationships between churches and the Advancement Office. Several functions and responsibilities exist which result in a church receiving the opportunity to provide one scholarship for a student from their church. The list of recipients is sent to the Financial Aid Office by the Advancement Office. The scholarship is funded by the Advancement Office.

4. Annual Named Church Scholarships

A number of churches establish scholarships as a commitment to train Christian leaders for the next generation. The University is grateful for such cooperative efforts in fulfilling our goal of "Forming Students to Transform the World through Christ." For that reason, an Annual Named Church Scholarship Program is available. See the Annual Named Scholarships Policy for more details.