



East District — Student Aid Package

Application Rules — Procedure and Eligibility

This is the application package for Student Aid provided by the East District of Lutheran Church–Canada. In this application process, the applicant and their referrers will share responsibility for ensuring the process is completed. Therefore, before you request a reference, it is very important that to select someone that knows you, your abilities, and your potential to work in the field to which you have been called. Applicants must accurately complete the 'Application Form' and the 'Declaration of Intent,' and email or mail it to the District office, to the attention of Recruitment and Student Aid Committee (see item 5 below). It is the responsibility of your Pastor/Referrer to complete the 'Pastoral Reference Letter' and 'Academic Reference Letter' (where applicable) and email or mail to the District office, to the attention of Recruitment and Student Aid Committee (see item 5 below).

Funds administered by the Recruitment and Student Aid Committee do not constitute a scholarship in the sense that they are earned by superior achievement, academic or otherwise. Nor are they intended to be gifts to attract students to our Synodical schools. The sole purpose of the student aid fund is to make it possible for young men and women, who lack financial resources and who already have the desire and ability, to train for full-time service in the church within our Synodical schools.

1 Source

Aid funds offered by LCC, East District, arise from interest earned from the estate of William Karl Cusler, and a 125th Anniversary Thank Offering endowment.

2 Eligibility

1. District financial aid is available to all college and seminary students who are enrolled in a Synodically approved program and attending a Synodically operated school to prepare for full-time service in the church. Aid is granted for one school year at a time (see next page for maximum amounts per year). **A new application must be filed each year that aid is desired.** Men and women alike may apply for financial aid for each year of college or seminary training.
2. All student aid applicants must hold communicant membership in a parish within the LCC, East District.
3. Students who are receiving aid from the District and transfer their communicant membership to a parish in another District shall continue to receive such aid to the close of the semester (or quarter) in which the transfer took place.
4. Student aid is not ordinarily granted for summer school sessions.
5. Other situations than those mentioned in the above paragraphs may be brought to the attention of the Committee and will be dealt with on an individual basis.
6. Applications for assistance for post-graduate work shall be considered only in exceptional cases.
7. Upon being denied financial assistance, the student may request an interview with the Committee. This is necessary before the Committee will reconsider the student's application for the applied-for school year.
8. College/Seminaries are requested to inform the Committee of change of student's status also.
9. The Committee recognizes that exceptional circumstances will arise from time to time and that these circumstances will need to be recognized in determining financial assistance. The Committee reserves the right to deal with these circumstances on a case-by-case basis.

3 Responsibilities of the Student

1. Will take advantage of every opportunity (especially during the summer months) to earn as much as possible toward their educational expense.
2. Will explore every other source for financial help (loans, gifts, scholarships, etc.) asking first of themselves, then from their parents or guardians, then from their home congregation, so that the request for financial aid from the District may be kept as low as possible.
3. Will apply themselves diligently to their studies and maintain as high a scholastic standing as their God-given abilities will allow. Whenever necessary the Committee shall exercise its freedom to consult the proper administrative officials concerning the applicant's scholastic aptitude, achievement, conduct, and attitudes.
4. Will keep the Committee informed as to any leave-of-absence, discontinuation of studies, transfer of communicant membership, or any other circumstances which might have a bearing on the granting of student aid.
5. Will apply most of their resources to the completion of their education. It is assumed that the luxury items will be avoided until financial assistance is no longer requested. If this is ignored, the Committee may deny the student further financial assistance.

4 Repayment

1. All financial aid granted by the District shall be returned to the District should any one of the following conditions occur:
 - The student is expelled from school
 - The student is wasteful and seriously lacking in the management of financial resources or God-given abilities according to evidence received by the Committee.
 - The student discontinues their preparation for full-time service in the church.
 - The student, after having completed their studies, refuses to accept placement in church work or is not recommended for placement by the college or seminary from which they have graduated.
2. All financial aid issued by the District shall become a repayable loan, with a term of five (5) years, and shall begin to bear interest at the highest "loan" rate of the Church Extension Fund, should any one of the conditions mentioned in number one (1) above occur.
3. Any student, certified for placement and eligible for a call at the end of their academic career, but who is not placed by the Board of Assignments, is not required to repay the student aid they have received.
4. Students who have received financial aid from the District and who have been placed into the work of the church by the Board of Assignments will have the total of their financial aid forgiven at a rate of one-third (1/3) the total amount of the aid package for each year they are in professional church work within a District of Lutheran Church–Canada and/or within a District of a Synod in fellowship with Lutheran Church–Canada.

Maximum Amounts Loaned Per School Year/Per Student

Year	College	Seminary
First year – up to ...	C\$ 550	C\$ 1,100
Second year – up to ...	C\$ 825	C\$ 1,375
Third year – up to ...	C\$ 1,100	n/a (vicarage)
Fourth year – up to ...	C\$ 1,375	C\$ 1,375
Total	C\$ 3,850	C\$ 3,850

5 Procedure for Submitting an Application

1. Download the “*Application*” and “*Eligibility & Responsibilities*” forms from <http://lcecast.ca/download-center/> (under ‘Resources’ on the top menu bar). Student must complete pages 1 and 2 (Application Form; and Declaration of Intent).
2. Student/Candidate requests their Pastoral Referrer complete the “Pastoral Reference Letter.”
3. Student/Candidate requests their Academic Referrer complete the “Academic Reference Letter” *if the applicant is beyond their first year of study.*
4. **The application and references are to be submitted to the LCC, East District office between July 1st and November 15th.** Applications may be submitted by email to info@lcecast.ca or by regular mail to: LCC, East District, 275 Lawrence Ave., Kitchener, ON N2M 1Y3. Phone: 519-578-6500 or 1-800-465-8179.
5. **The Student will be informed of the Committee’s action after considering the application.**
6. Upon approval, the District will be instructed to make payment on behalf of the student, directly to the business office of the school attended by the student.

The four pages of the Student Aid Application follows. . .



Application for Student Aid

Section I — About your programme and school:

Application Date:	For Academic Year:				
Programme of Study:		Status: Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Intended LCC Profession:		Year of Study: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th			
Name & Location of School:					
I anticipate that my programme will be completed by:			I am on: <input type="checkbox"/> Vicarage <input type="checkbox"/> Internship		

Section II — About yourself and your family:

Surname:		Given Name:		Birth Date:
Home Address:				
Email Address:			Phone:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		Spouse's Name:		# of Children:
Annual Income (applicant): C\$		Annual Income (spouse): C\$		
Status in Canada: <input type="checkbox"/> Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Visa			Social Insurance #:	

Section III — About your congregation and advisor:

Home Congregation:	Pastor:
Address of Home Congregation:	Pastor's Email:
Academic Referrer:	Referrer's Email:
The congregation is willing to provide me with C\$ _____ for this academic year.	

Section IV — About funds you are requesting:

How much are you requesting from the District: C\$

I state that the above information is correct to the best of my knowledge. I have read and accept the LCC, East District policies and procedures, including repayment, as stated in this application document.

I, the applicant, agree and abide by them: Yes No

Amount granted by Committee (office use only):

LUTHERAN CHURCH–CANADA, EAST DISTRICT
ÉGLISE LUTHÉRIENNE DU CANADA, DISTRICT DE L'EST



275 Lawrence Avenue
Kitchener, Ontario N2M 1Y3
519-578-6500 1-800-465-8179
FAX: 519-578-3369
www.lcceast.ca
info@lcceast.ca

Application for Student Aid Section V — Declaration of Intent

Applicant Name:

In the space below, provide a declaration of your intended academic and professional goals. Explain how you have identified your chosen area of studies as your calling, and how you intend to apply your gifts and talents in that field. You may also include an explanation of any special circumstances that you believe should be made clear to the Committee.



Application for Student Aid Section VI — Pastoral Reference Letter (*Confidential*)

Applicant Name:

Dear Pastor,

The Recruitment and Student Aid Committee of the Department for Parish Services, LCC, East District, is counting on you to exercise your office in recommending this applicant. The applicant has been advised to select an referrer with good knowledge of the applicant's personal traits and abilities, as well as the applicant's standing within his home congregation. Please note that if you are a relative of the applicant or a vacancy pastor for the applicant's home congregation, the committee cannot accept this reference.

1. *Is the applicant active in your congregation? Give details about the applicant's involvement.*

2. *How would you rate the applicant's ability and dedication to pass and complete the course of studies the applicant intends to take?*

3. *What amount of financial aid is your congregation prepared to give the applicant?*

C\$

4. *Do you recommend that the applicant be granted the amount corresponding to the applicant's academic seniority?* Yes No *Please refer to the table provided in the 'Application Rules' above (pg 2).*

5. *Please provide comments about the applicant's strengths and shortcomings as you identify them.*

Referrer:

Email:

Phone:



Application for Student Aid Section VII — Academic Reference Letter (*Confidential*)

Applicant Name:

Dear Professor,

This reference letter is to be submitted by those applicants who are beyond their first year of studies. The Recruitment and Student Aid Committee of the Department for Parish Services, LCC, East District, is counting on you to exercise your office in recommending this applicant. The applicant has been advised to select an referrer with good knowledge of the applicant's academic abilities.

1. *Compare the applicant with a representative group of classmates. How would you rate the applicant's academic performance in the past year?*

	Outstanding (Top 5% - comparable to best students)
	Very Good (Top 10%)
	Good (Top 25% - ability easy to identify)
	Average (Top 50%)
	Below Average (Bottom 50%)

2. *How would you rate the applicant's ability and dedication to pass and complete the course of studies the applicant intends to take?*

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3. *Will there be financial aid from the Seminary in the forthcoming year? Amount:*

C\$

4. *Do you recommend that the applicant be granted the amount corresponding to the applicant's academic seniority?* Yes No *Please refer to the table provided in the 'Application Rules' above (pg 2).*

5. *Please provide comments about the applicant's strengths and shortcomings as you identify them.*

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Referrer:

Email:

Phone: