

Lake Union Conference Office of Education
TUITION SCHOLARSHIP APPLICATION PROCESS CHECKLIST

This checklist must be completed and submitted with the Tuition Scholarship Application.

TEACHER RESPONSIBILITIES

(Failure to complete the steps below may result in denial or delay of approval or reimbursement.)

Before the Class Begins

- Complete the scholarship application **in full**. Incomplete applications will not be processed.
- Obtain **principal's signature**
- Submit the completed application (with principal's signature) along with this signed checklist to the **conference superintendent at least four (4) weeks prior** to the scheduled start of class.

Approval

- Do **not** begin coursework until **written approval** is received from the Lake Union Conference Registrar.
- Courses are **NOT approved** without an official approval letter.
- Follow up immediately if approval has not been received by the class start date.

Changes to Enrollment

- The applicant must reapply if delaying enrollment or changing the semester of planned coursework.
- The applicant must submit a new application for any course or institution changes.

Payment & Reimbursement

- If the applicant is paying out of pocket, **itemized receipts** must be submitted to your local conference office by the end of the semester for reimbursement.
- Late receipts may not be reimbursed to the applicant.

After Course Completion

- If courses were not taken at Andrews University: Order an **official transcript** to be sent directly from the institution to the Lake Union Conference Office of Education **within 30 days** of semester/quarter completion.
- Reimbursement will not be processed until official transcripts verifying successful completion are received and may be denied if transcripts are not received in a timely manner.

CONFERENCE RESPONSIBILITIES

- Review, sign, and submit completed application and checklist to the Lake Union **at least two (2) weeks prior** to the scheduled start of the class.
 - Please copy the applicant on the submission email to the Union Office so the applicant is informed on the status of their application throughout the process.
 - The Lake Union covers a maximum of nine (9) semester credits per year of required service. The Conference Office may, at its discretion, approve coursework taken in advance and carry the balance until the required service commitment is fulfilled. **Summer coursework will not be approved for teachers who are not committed to returning the following school year to LUC employment.**
 - When coursework is approved in advance and a teacher fails to complete the required years of service, the Conference assumes responsibility for obtaining repayment from the teacher for any unamortized tuition costs.
 - Submit reimbursement invoices to the Lake Union Conference **within sixty (60) days** of notification that official transcripts have been received. Invoices submitted after this timeframe may not be reimbursed.
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IMPORTANT BOUNDARIES & DEADLINES

- Applications submitted **after a class has started** may be denied.
 - Reimbursement requests submitted **more than one (1) year after course completion will not be honored.**
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APPLICANT ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Tuition Scholarship Application Process Checklist. I understand that failure to follow the required procedures, timelines, and documentation requirements may result in delayed or denied approval and/or reimbursement.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

This checklist must be completed and submitted with the Tuition Scholarship Application.

Questions? Please contact your Conference Office or the Lake Union Conference Office of Education *before* enrolling in coursework.

**CRITERIA FOR APPLICATION AND SCHOLARSHIP FROM THE LAKE UNION CONFERENCE
TO ATTEND ANDREWS UNIVERSITY or OTHER UNIVERSITIES**

1. Must be a full-time employee.
2. Must have been employed by the conference/academy for one year before applying for scholarship.
3. Must have a bachelor's degree.
4. Must be seeking a graduate degree, completing certification, renewing certification, reinstating expired certification, or adding an approved endorsement.

FINANCIAL ASSISTANCE AND PROVISIONS

1. Upon approval, all tuition and fees will be paid by the Lake Union Conference Office of Education **thru the local conference** when verification of a passing grade of a C or higher has been submitted to the Lake Union Conference Registrar.
2. Housing, when needed and approved, and one round trip to Andrews University will be paid by the employer according to policy.
3. Board (for schools other than Andrews University), textbooks, supplies, etc. will be paid by the employee. Itemized statements may be requested.
4. When approval is given to attend a program other than Andrews University the Lake Union will only subsidize up to the current per credit cost at Andrews University for tuition only. Additional tuition/related expenses may be considered for reimbursement. A written request for additional financial support must be submitted for approval by the conference superintendent and Lake Union Certification Officer.

TEACHERS MORAL AND LEGAL AGREEMENT

It is my clear understanding that in exchange for this financial assistance from church funds, I shall be required to fulfill the following obligations:

1. I understand that my program/courses must be **pre-approved by the employer and the Lake Union Certification Officer** prior to the start of classes.
2. I must complete all course work. **Should I fail to successfully complete any course, I will assume full responsibility for payment of charges for that course work.**
3. I understand that **one full year of service is required for amortization after each 9 semester hours or less of financial assistance.** I will be responsible for any unamortized balance in my school financial assistance account should I leave Lake Union Conference employment.

With full understanding and acceptance of the above-stated conditions, and the moral and legal expectations involved, I hereby make application for financial assistance.

Signature of applicant _____ Date _____

**ANDREWS UNIVERSITY
ACADEMIC RECORDS
TRANSCRIPT SPECIALIST
BERRIEN SPRINGS, MI 49104**

PLEASE RELEASE TRANSCRIPT for the following courses.

Date _____ Student's Name: Last _____ First _____ Initial _____

If name has changed, give former name

College/University ID

Hold for Final Grades? Yes () No ()

Student Signature

Street Address/P.O. Box Number

City State Zip

**SEND TRANSCRIPT TO
Lake Union Conference Office of Education
P.O. Box 287
Berrien Springs, MI 49103**