

Center for Spiritual Living DE
OPERATING POLICIES AND PROCEDURES

POLICY TITLE:	Scholarship Policy
EFFECTIVE DATE:	June 10, 2018
REVISION DATE:	BOR - 4/4/2022 BOT - 6/20/2022, 6/19/23
POLICY APPROVED BY:	Board of Regents/Board of Trustees
RESPONSIBLE FOR IMPLEMENTING:	Board of Regents

Center for Spiritual Living DE students may receive scholarships for credentialed classes for up to 50% of the cost of tuition. They are required to do work-study which means to serve the spiritual community in exchange for the scholarship received. The Board of Regents can also arrange a work/study agreement (such as being a Youth Fellowship Teaching Assistant - see Work Study Youth Fellowship policy and agreement) in exchange for the full tuition. Congregants may donate to the Scholarship Fund by marking their donations accordingly. No scholarships may be given for elective enrichment classes unless personal appeal is approved by the Board of Regents. Through an application process, the Board of Regents will determine scholarship recipients and amounts. In order to be eligible for future scholarships, a scholarship recipient must fully and actively participate in the class and obtain a Certificate of Completion for it, barring any unforeseen or catastrophic life situations that would prevent him/her from completing the class, which must be disclosed by the student to the instructor at the time the class is dropped.

Procedures:

1. Students interested in receiving a financial scholarship must fill out an application to show financial need, except for those serving in the Youth Fellowship who fill out a Work Study Agreement for Youth Fellowship - see separate policy and agreement page 17 and 18 in this document.
2. The Board of Regents will determine who is awarded a scholarship.
3. Students with scholarships are responsible to attend all modules in the class and complete all classwork necessary to obtain the CSL Certificate of Completion or lose their scholarship. Then they are required to pay the scholarship back to CSL Delaware before they can take another class.
4. Once a scholarshiped student has enrolled in the class, the Board of Regents will notify the teacher and class assistant that this student has a scholarship and what the amount is.
5. If a student is awarded a partial scholarship, he/she will be invited to pay the \$45 before the first module and the balance due by class/module 2 or by special arrangement with the class assistant by the final class to receive class credit.
6. If the student is awarded a work/study agreement, the student is required to fulfill the work agreement - see below - in the time frame agreed upon with the assigned Leader Champion..
7. All students are responsible for the \$45 registration fee, the student workbook, if applicable, and the book costs. Registration fees are non-refundable.
8. 1 class hour = 1 hour service.

Contact the office by phone 302/635-7316 or the web <http://www.centerforspiritualivingde.com>

FYI: This policy is a guideline for effective relationships within the Center for Spiritual Living DE educational classes. The Center for Spiritual Living DE reserves the right to change or amend this policy and procedure at any time to support the Highest and Best educational experience for all concerned.

Work-Study Scholarship Agreement

Center for Spiritual Living, Delaware offers partial or full scholarships for Core CSL classes in exchange for service that is needed in the Spiritual Community. There is a separate form for those serving in the Youth Fellowship as a Teacher or Teaching Assistant. Students are still responsible for paying the \$45 registration fee and purchasing any required books or workbooks as well as attending all modules of the class and completing classwork and projects, and any other requirements necessary to receive a Certificate of Completion.

In order to receive a scholarship, you must agree to work on a consistent basis and complete your service in an agreed upon time frame. This is the implementation of The Law of Circulation / Reciprocity in action.

You are to report to the assigned Leader Champion to determine the work schedule using the lines below:

Form of Service: _____

Dates: _____

_____.

I _____ am committed to fulfilling this agreement.

Signature of Student _____ Date: _____

Signature of Leader Champion: _____ Date: _____