

  
**DENVER SEMINARY®**  
MINISTRY RESIDENCY PROGRAM

**SPRING 2023**  
**Due 1/3/23**

*Interested ministries will complete the information below and submit the completed form to Jessica Schroeder in the Advancement Office (contact information at the bottom of the form).*

**MINISTRY:**

Ministry Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**RESIDENT:**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

**Tuition Pledge for SPRING 2023: \$ \_\_\_\_\_ .00**

*(Form is due January 3<sup>rd</sup>, 2023)*

*(Payment is due by end of semester)*

**\*Optional Living Stipend Pledge: \$ \_\_\_\_\_ .00**

*(To be paid directly to the student)*

\_\_\_\_\_  
**STUDENT SIGNATURE**

**Date of Signature:** \_\_\_\_\_

\_\_\_\_\_  
**MINISTRY CONTACT SIGNATURE**

**Date of Signature:** \_\_\_\_\_

What the ministry is responsible for:

1. Completion and submission of this form every semester for which the ministry plans to contribute towards a student's tuition. Forms must be submitted two weeks prior to the payment deadline for each term. Forms submitted after this date will be accepted, but the student account may not be updated prior to the payment deadline.
2. Updating the Denver Seminary Program Director with any changes in the Ministry Residency positions provided by the ministry (releasing a student, change in student's role, etc.).
3. Submitting payment in full prior to the end of the applicable semester.
4. Managing all tax and payment details associated with paying scholarship funds and/or additional living stipends.
5. Put Student & Amount in 'notes' of check.

What Denver Seminary is responsible for:

1. Awarding pledged tuition amounts to the student Ministry Residents prior to the payment deadline so that students can make payment arrangements for any amount not covered under the Ministry Residency Program.
2. Applying a 10% discount to each student's account.
3. Tracking any credit amounts resulting from overpayments (see below).

What students are responsible for:

1. Maintaining Satisfactory Academic Progress (details available from the Financial Aid Office).
2. Enrolling as a student at Denver Seminary.
3. Communication with the church about what terms he/she will be enrolled in (i.e., Summer) and expected graduation dates.

1. All tuition payments are non-refundable. Overpayments resulting from a student withdrawing from courses or the early termination of a student's contract may entitle the church to a credit that is transferrable to a different student within that academic year. Credits based on each individual situation. The Ministry Program Director will coordinate with the ministry to determine a course of action.
2. Ministries that do not submit payment in full for any pledged amount before the end of the applicable semester will be placed on a warning semester. Failure to submit timely payment in full for two semesters in a row will result in suspension from the program until all financial issues are resolved.
3. Pledges and payments are not compensation for work.
4. The Ministry Residency Program is an Internship Program.
5. The Seminary partners with a variety of organizations and a Residency placement does not equal an endorsement of the theology or practices of our Residency partner.

**IMPORTANT!** Students and Ministry Partners must have this form returned by due date or student will show delinquent with business office and may risk their classes being dropped.

CONTACT: Jessica Schroeder | 720.762.6996 | [jessica.schroeder@denverseminary.edu](mailto:jessica.schroeder@denverseminary.edu)

[www.denverseminary.edu/RESIDENCY](http://www.denverseminary.edu/RESIDENCY) or STUDENT ACCOUNTS: [Student.Accounts@DenverSeminary.edu](mailto:Student.Accounts@DenverSeminary.edu)