DENVER SEMINARY®

MINISTRY RESIDENCY PROGRAM

TERMS & CONDITIONS

Please read all terms and sign below to acknowledge your understanding of and assent to these terms.

Ministry Responsibilities:

1. Complete and submit this form every semester for which the ministry plans to contribute toward 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. Update the Ministry Residency Program Director (MRPD) with any changes in the Ministry Residency positions provided by the ministry (releasing a student, change in student's role, updating or reposting a position, etc.)
3. Submit pledge payment in full by the appropriate deadline each semester:
   - October 15 for fall, March 15 for spring, June 30 for summer
4. Manage all tax and payment details associated with paying scholarship funds and/or living stipends
5. Put student name(s) and pledge amount(s) in memo notes of check(s)

Resident / Intern / Student Responsibilities:

1. Maintain Satisfactory Academic Progress (details available from the Financial Aid Office)
2. Enroll at least half-time (5 credits) as a student at Denver Seminary
3. Communicate with the church about the terms in which s/he will be enrolled in courses (i.e., summer) and expected graduation dates

Denver Seminary Responsibilities:

1. Award 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 (*as long as pledge form submitted on time*)
2. Apply a 10% discount to each student's account (as long as ministry pledges at least 40% of student's current semester tuition)
3. Track any credit amounts resulting from overpayments (see below)

Additional Terms:

1. All pledges must be in $500 increments (e.g., $3,500, $ 4,000, etc.—$3,298, e.g., would not be allowed)
2. 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 (fall–summer). Credits are based on each individual situation. The MRPD will coordinate with the ministry to determine a course of action.
3. 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.
4. Pledges and payments are not compensation for work.
5. The Ministry Residency Program is an internship program.
6. 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.

_____   _____   _____   _____
Ministry Signature   **Date**   **Student Signature**   **Date**

Note: This form has two pages—be sure to complete and sign both pages.

DENVER SEMINARY

MINISTRY RESIDENCY PROGRAM

PLEDGE FORM

SEMESTER: _____, _____

MINISTRY:

Ministry name: _____

Contact person: _____

Street: _____

City, State, Zip: _____

Contact email: _____

Contact phone: _____

> **IMPORTANT!**
>
> Students and Ministry Partners must have this form returned by the due date or student will show delinquent with business office and may risk their classes being dropped.
>
> **Due date is 24 days prior to the start of the semester.** (Two weeks before the payment deadline, which is 10 calendar days prior to the start of the semester at 12:00 p.m.)

STUDENT:

Student name: _____

Student ID: _____

Student email: _____

PLEDGE DETAILS:

Tuition pledge for _____, _____: $_____
(Pledges must be in $500 increments)

Optional living stipend pledge: $_____
(To be paid directly to the student; taxable)

SIGN:

_____   _____   _____   _____

Ministry Signature   **Date**   **Student Signature**   **Date**

CONTACTS:

- MINISTRY RESIDENCY PROGRAM: Jessica Schroeder, Ministry Residency Program Director
  303-357-5883 | jessica.schroeder@denverseminary.edu
- STUDENT ACCOUNTS: Student.Accounts@denverseminary.edu
- FINANCIAL AID: FinancialAid@denverseminary.edu

Find more information online, including FAQs, at: www.denverseminary.edu/residency

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