



## MINISTRY RESIDENCY PROGRAM

### TERMS & CONDITIONS

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

Submit both forms to Advancement/[Advancement@denverseminary.edu](mailto:Advancement@denverseminary.edu).

#### Ministry Responsibilities:

1. Complete and submit this form every semester the ministry plans to partner with the Ministry Residency program and support a student's tuition. **The Ministry Residency Pledge Form must be submitted two weeks prior to the student's payment deadline for each term.** Forms submitted after this date will be accepted, but the student account may not be updated prior to the tuition payment deadline.
2. Update Denver Seminary's Advancement office with any changes in the Ministry Residency positions provided by the ministry (releasing a student, change in a student's role, updating or reposting a position, change in manager, etc.)
3. **Pledge payments must be submitted 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. Write "Ministry Residency" on the check memo line (but do NOT include any student info on the check).

#### Resident / Intern / Student Responsibilities:

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

#### Denver Seminary Responsibilities:

1. Post open Ministry Residency Positions on the website.
2. Award pledged tuition amounts to the 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 the pledge form is submitted on time).
3. Apply a 10% discount to each student's account.
4. 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 transferable to a different student within that academic year (fall–summer). Credits are based on the individual situation.
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. Denver Seminary partners with a variety of organizations, and a Residency placement does not necessarily imply an endorsement of the theology or practices of our Residency partner.

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Ministry Signature

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Date

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Student Signature

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Date



## MINISTRY RESIDENCY PROGRAM PLEDGE FORM

**Due Date:** Two weeks prior to the student’s payment deadline for each semester

*This date varies and is 24 days before the start of each semester.*

**SEMESTER:** \_\_\_\_\_, \_\_\_\_\_ (Example: Fall, 2024)

**MINISTRY:**

Ministry name: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

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

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

**IMPORTANT!**

**Students and Ministry Partners must submit Pledge Forms on time** (Two weeks prior to the student’s tuition payment deadline.) Not doing so, will impact the student’s tuition bill and the student may show delinquent with the business office, risking their class enrollment.

**Payments are due at a different time.** See the schedule under terms and conditions on the previous page.

**STUDENT:**

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student email: \_\_\_\_\_

**PLEDGE MINIMUMS:**

Hours / week	Minimum pledge*
8 to 10	\$4,000
15	\$5,000
20	\$5,500

*\*This applies to total compensation per semester. If opting for a living stipend and pledge, the total of pledge + stipend must meet or exceed the minimum requirement.*

**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

Please submit both forms to [Advancement@denverseminary.edu](mailto:Advancement@denverseminary.edu).

For program-related questions, contact Joanna at 303.357.5891 | For payments, contact Amy Jo at 303.762.6908.

**CONTACTS:**

- MINISTRY RESIDENCY PROGRAM: Advancement | 303.357.5891 | [advancement@denverseminary.edu](mailto:advancement@denverseminary.edu)
- STUDENT ACCOUNTS: [Student.Accounts@denverseminary.edu](mailto:Student.Accounts@denverseminary.edu)
- FINANCIAL AID: [FinancialAid@denverseminary.edu](mailto:FinancialAid@denverseminary.edu)

Find more information online, including FAQs, at [www.denverseminary.edu/residency](http://www.denverseminary.edu/residency).

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