

2009-2010 Full-Time Ministry Rebate Instructions

Trinity Extension will issue a rebate check to a student who applies and meets the requirements for Extension students engaged in full-time ministry. The student (or person or organization paying tuition) will be reimbursed at the end of the semester once grades are on file providing all requirements stated below are met. This is a first-come, first-served financial assistance program which means this rebate is available until funds which are set aside for the rebate are depleted. Please see process below for completing an application.

There are three different applications tailored for the site you are taking classes. Applications are available in the "**Extension Resources**" area on your FirstClass/TriNet desktop or you can obtain one from the coordinator at your site. Be sure to fill out the appropriate application:

1. **TEDS based sites: Akron and Indianapolis** - rebate \$35.00 per semester hour
2. **Extension based sites: Columbus, Madison and Milwaukee** - rebate \$17.50 per semester hour
3. **Distance Education courses** - rebate \$35.00 per semester hour

Please note RE: CHICAGO:

For all inquiries and information on rebates for the **Chicago Regional Center** you must call:
Avril Logan - 312.287.9241

REQUIREMENTS:

- Eligibility:**
1. The student must be a full-time employee in a ministry position. paid staff, at least 35 hrs per week.
 2. This rebate is restricted to Extension students enrolled in Trinity's MA/CS, MAR or Certificate Program who have formally applied to and been accepted into a program at an Extension site. Deerfield program students and Visiting Students are not eligible for this rebate. If you need further information regarding formal application to a program, please call the Admissions Office at 800.345.TEDS. You may also e-mail them at tedsadm@tiu.edu or visit the website at www.tiu.edu.
- Paperwork:**
1. The student must submit the appropriate signed and dated %Full-Time Ministry Rebate Application Form+for each semester. Please do not combine different semesters on one application.
 2. Along with the initial application, a confirmation letter must be submitted each academic year. This letter must be from the student's church or ministry on official letterhead and signed and dated by an officer of the ministry (other than the student) indicating the applicant's full-time ministry position (paid staff, at least 35 hours per week) with the organization. Although **a new application must be submitted each semester**, the letter received from the organization verifying the full-time position is good for the full academic year (fall to summer). **A new letter is required to be submitted each fall.**
- Tuition:**
1. Tuition must be paid **in full** before the semester ends. Tuition is paid at the full rate and no other financial aid or discounts can be applied.
- Process:**
1. There are three options to send in your completed and signed application and paperwork:
 - a. **Mail :** Trinity by Extension
FTM Extension Rebate
2065 Half Day Road
Deerfield, IL 60015
 - b. **Email:** Mary Anne Grzelak at: mgrzelak@tiu.edu
 - c. **Fax:** 847.317.7086
- Applications without your signature will not be accepted.
2. **All** paperwork must be received **before** the end of the same semester of the rebate application. This rebate is not retroactive for past semesters. All applications will be date stamped when they are received in the Extension Office.
 3. If funds are no longer available or requirements are not met, the student will be notified directly and the extension site coordinator copied on that correspondence.
 4. Checks will be disbursed once full tuition payment for the student is confirmed and grades for the applicable classes are recorded.
 5. Checks will be made out to the person or organization (or church) which paid the tuition.