



The Lex B. and Erna M. Spach Study Grant Program of Home Moravian Church

CHECKLIST FOR APPLICANTS

(Note: An incomplete application could result in deferral or denial of grant awards)

INITIAL APPLICATION:

_____ **Application** – Complete the attached application with all relevant data. Be sure to have appropriate signatures and date.

_____ **Eligibility Form** – Have the Eligibility form completed and signed by a Home Moravian Church minister (see instruction on form).

_____ **Transcripts** – Request an official transcript from your most recent educational program to be sent to the Committee. Please request your current term transcript prior to the May 1st deadline, but ask your registrar's office that the request be held for processing until final grades are posted to your transcript for the current term. It is fine for the Committee to receive transcripts in mid-to-late May.

_____ **Estimated Budget** – Be sure to complete the Estimated Budget portion of the application. Include all relevant information on other scholarships or loans received.

_____ **Essay** – Attach an essay stating your educational plans and career goals to the completed application. Any other information that would be useful to the Committee in determining your financial need can also be attached.

_____ **CSS/Financial Aid PROFILE** - File a completed Financial Aid Form with the College Scholarship Service of the College Board. Enter code number **0610** so that the Committee will receive an analysis of your financial need as soon as possible. In the case of special short-term programs, the Committee may waive the College Board analysis, instead requiring a personal financial statement. Contact the Committee chair for additional information. Please see additional instructions on completing the **PROFILE** below.

_____ Submit **all** material (except as noted for transcripts) to the Spach Study Grants Committee by **May 1**. (Note: Deadline is December 1 if you are applying for Spring Semester only). You will be notified when your file is complete.

IF GRANT IS AWARDED:

_____ Provide the Committee with proof of your acceptance by an accredited institution of higher education; or, if you are already enrolled, proof of your eligibility to return for further study. **Funds will not be released until this proof is received by the Committee.**

GRANT RENEWAL:

Reapplication is necessary each year; see Initial Application for instructions.

Applicants can keep this form for their records.



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Instructions for Completing CSS/Financial Aid PROFILE Form

- CSS/Financial Aid PROFILE is a financial aid application service of the College Board -- a national nonprofit association of schools and school systems, colleges and universities, and educational organizations. Many colleges, universities, graduate and professional schools, and scholarship programs use the information collected on PROFILE to help them award nonfederal student aid funds.

The PROFILE that you complete online will contain the questions required by the colleges, universities, and scholarship programs to which you are applying.

The first step is to complete the PROFILE registration process. Your answers to these few registration questions will give the information needed to create an online application customized for you.

- Go to www.collegeboard.com and look for the CSS/Profile link in order to register online. Follow the instructions to complete the form.
- If you do not have access to a computer, you may request a CSS/Profile application from the financial aid office of the educational institution to which you are applying. You may also contact the College Board directly at 800-778-6888.
- Please note that there is a fee for completing this financial aid application. The Spach Study Grant Committee will be glad to reimburse the applicant for this fee, if requested to do so in writing.



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Frequently Asked Questions

Who is eligible for grants from the Spach Study Grant fund?

Any Home Church member who is attending a post-secondary accredited educational institution is eligible. The individual may be attending either full-time or part-time. Part-time applicants will receive grants on a semester-by-semester basis. After the first semester, a new expense/cost budget will need to be submitted so any status changes will be recognized.

Do I have to apply every year?

Yes. Grants are made for a particular school year or a special session, such as summer school. There is no limit as to the number of times a person may apply for a grant, but renewal is not guaranteed. Part-time students will need to complete a full application at the application deadline and then a mini-application midyear. Please contact the committee chairperson for additional information.

How is the amount of the grant determined?

The amount of the grant will be based on the individual's financial need, the total number of applications received and the available grant funds in an individual year. The **maximum** grant amount is \$3,500 for a calendar year.

How is financial need determined?

The Spach Study Grant uses the College Scholarship Service to assist in determining financial need. The applicant must fill out all appropriate paperwork directly to the CSS and then a summary is sent to the Committee for determining financial need. The application for a CSS needs analysis can be obtained in your institution's financial aid office, or accessed via the web at www.collegeboard.com. Please note that the Spach Study Grant code is **0610**. A fee is charged by the service, which can be refunded by the Spach Study fund if requested in writing from the applicant. Situations in which the applicant is unable to fill out the CSS form should be discussed with the committee chairperson.

Is my information kept confidential?

YES! The Spach Study Grant committee is very sensitive to the fact that confidential financial information is used to determine the financial need of our applicants. All information is kept in strict confidence.

What if the information on the CSS form does not accurately reflect our financial picture due to upcoming changes or extenuating circumstances?

The Spach Study Grant committee welcomes any information that will help us to best understand our applicants' needs. Information regarding extenuating circumstances and upcoming changes can be outlined in the essay, or in an additional letter to be submitted with the application. Feel free to clarify anything that will help us to better understand the applicant's needs and/or goals.

If I am awarded a grant, how will the funds be disbursed?

Grants made for an entire school year will be disbursed in 50% increments, with half being disbursed for the first semester and half disbursed for the second semester. The second half will be disbursed once a transcript is received from the first semester showing the student is still in good standing with the institution. Grants made for special sessions, such as summer school, will be disbursed in total once the award is made.

SECTION III: Complete the applicable section (A, B, C, D, or E):

A. If you are attending High School at present:

Name of School: _____
Anticipated Graduation Date: _____
Approximate GPA - 4.0 scale: _____
What college or university do
you plan to attend? _____
Have you applied? _____
Have you been accepted? _____

B. If you have completed High School, but are not yet enrolled in further education:

Name of High School from
which you graduated: _____
Date of Graduation: _____
What college or university do
you plan to attend? _____
Have you applied? _____
Have you been accepted? _____

C. If you are currently attending a college/university/school:

Name of School: _____
Major: _____
Degree: _____
Planned date of graduation: _____

**D. If you have graduated from High School and had some further education, but have not yet
completed a degree/diploma:**

What school(s) did you
attend after High School? _____
Major: _____
Dates of Attendance: _____

E. If you have graduated from any post-High School institution/program:

Name of School: _____
Major: _____
Degree/Diploma awarded: _____
Date awarded: _____
Postgraduate program in
which you are enrolled or
to which you are applying: _____

SECTION IV: Financial Aid Information

Have you filed the College Scholarship Service Profile form for the coming year? _____

If so, Date filed: _____

If not, when will you do so? _____

Have you filled out the attached Estimated Budget? _____

Note: Evaluation of financial need can take up to 8 weeks, so please file early.

SECTION V: Attach to this form a statement in the form of an essay that describes your educational plans and career goals.

SECTION VI: Have an official transcript of your most recent educational program sent to the Spach Study Grants Committee.

SECTION VII: I/We affirm that, to the best of my/our knowledge, the information given by me/us in this application and in all supporting documents is accurate and complete.

Signature of Applicant **Date**

Signature of parent/guardian, if applicant is a dependent **Date**

Signature of Spouse, if applicant is married and filing jointly or is claimed as dependent of spouse **Date**

Forms may be mailed directly to the attention of the Chair of the Spach Study Grants Committee or dropped off by the Church Office as indicated below:

**Mailed: Spach Study Grants Committee of Home Moravian Church
Attention: Spach Committee Chair
529 South Church Street
Winston-Salem, NC 27101**

**Hand Delivered: Spach Study Grants Committee of Home Moravian Church
529 South Church Street
Winston-Salem, NC 27101**

Thank you for your application.

SPACH STUDY GRANTS

ELIGIBILITY FORM

I. To be completed by Applicant:

Name: _____

Complete Address: _____

Phone: _____

Are you currently a member of Home Church? Yes _____ No _____

How many years have you been a member of Home Church? _____

Admitted by: Infant Baptism _____
 Confirmation _____
 Other – Specify _____

List Home Church activities in which you have participated in the past five years:

I affirm that I am a current member in good standing of Home Moravian Church and that the above information is correct to the best of my knowledge.

Applicant Signature

Date

When you have completed the items above, give this form to one of the Home Church ministers. He/she will complete the section below and return it to the committee.

II. To be completed by Home Church Minister:

I affirm that to the best of my knowledge and according to the records of Home Moravian Church, the information given above is correct.

for Home Moravian Church

Date

Spach Study Grant Application

Estimated Budget

Student _____

School _____

Budget estimates are for (check one):

_____ Semester

_____ 9-month School Year

_____ Summer Session

_____ Other, specify _____

Dates of school term checked above: _____

Budget:

Educational Costs:	
Tuition	
Books	
Room/Board	
Other: (Itemize Below)	
A. Total Costs	\$
Grants/Other Funding: (Itemize)*	
B. Total Grants/Other Funding	\$
Net Financial Need (A - B)	\$

*Describe other financial assistance for which you have applied/intend to apply. Give source and amount:
