



SCHOLARSHIP POLICY

Contents

1	Purpose	1
2	Committee	1
2.1	Charge of the Committee	1
2.2	Responsibilities and Procedures	1
3	Policy Statement	2
4	Regulations	2
4.1	Eligibility Criteria	2
4.2	Payment of Scholarships	3
4.3	Withdrawal or Reduced Course	3
5	Forms	3
5.1	HMS Application	3

1 PURPOSE

The purpose of HAAC's Ministry Scholarship (HMS) is to promote and support high school seniors and undergraduate students who are pursuing higher education in both secular and religious (namely Christian) institutions. This brief policy is intended to provide reasonable guidelines for the establishment, acceptance, and disbursement of funds to students.

2 COMMITTEE

The HMS Committee shall consist of five HAAC members, including the Senior Pastor, serving a 3-year term. The Governing Board of HAAC shall appoint the Chair of the Committee, and the Chair shall nominate three non-board individuals—to be confirmed by the Board—to form the HMS Committee. The Senior Pastor shall serve in the HMS without term limit. In the case there is an extended absence of the Senior Pastor, the Head of Elders shall serve in the committee until the Senior Pastor is available.

2.1 CHARGE OF THE COMMITTEE

The HMS Committee is to oversee the management, distribution and fundraising of the scholarship funds.

2.2 RESPONSIBILITIES AND PROCEDURES

Keep record of available scholarship funds each year.

Maintain an active updated list of scholarship recipients each year.

- a. Provide a list of scholarship recipients to all Committee members.
- b. Schedule meeting(s) to review and approve scholarship applications.
- c. Prepare award letters to be sent to all scholarship recipients.
- d. Announce scholarship information to the congregation and print information on church bulletin.
- e. Submit a list of scholarship applicants to the Board for approval.
- f. Submit a list of the approved scholarship applicants, including Students' ID#s and names of schools to HAAC's Financial Office.

3 POLICY STATEMENT

The HMS Committee shall maintain the rights and responsibilities to raise funds, ask the congregation and business owners for donation toward the HMS fund.

Each academic year, the HMS committee will announce to the congregation and post it on the church bulletin about scholarship opportunities for high school seniors and undergraduate students. Such information shall include:

- a. Eligibility criteria
- b. Application procedures and deadlines
- c. Dates of selection and disbursement

4 REGULATIONS

4.1 ELIGIBILITY CRITERIA

All scholarships shall be restricted to HAAC member(s) who is/are or will be enrolled in an accredited college or university pursuing an undergraduate degree. The following criteria must be met to be eligible:

- a. A recent high school graduate or currently enrolled in a college or university full time in an undergraduate program.
- b. A copy of the college's letter of acceptance, if you are a high school graduate.
- c. A copy of the most recent unofficial transcript if you are an undergraduate student.
- d. A full-time undergraduate student with good academic standing and is not currently placed on academic probation.

4.2 PAYMENT OF SCHOLARSHIPS

- a. HMS fund disbursements must be requested by the HMS Committee in writing to HAAC's Treasurer using the Scholarship Award Payment Request Form. Funds must be sent directly to the school's financial aid office and not to the scholarship recipient. Disbursements will be made per semester (twice a year).
- b. Scholarships are awarded annually. All applicants must re-apply each academic year.

4.3 Withdrawal or Reduced Course

Scholarship recipients who drop their course work to less than full time or 12 credits each semester after registration shall only be entitled to the value of the scholarship as determined by the prorated cost of tuition calculated from the withdrawal date.

5 FORMS

The following forms are to be used in the execution of this policy.

5.1 HMS APPLICATION

All applicants must sign and submit the HMS application form along with the required documents as stated in the application to the HMS committee.