

## General Assistance Request

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

*Student:* Fill out this form and give it to your group leader to complete. He/she will send it to the Inste Global office for consideration. Inste Global may provide assistance based on the policy for disbursement of funds. (See reverse side.) The determination of the Administration is final.

Full Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Number Street City State Zip

Phone Number: *Primary:* \_\_\_\_\_ *Secondary:* \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

*Check here if the above information has changed since last semester:*

### CHURCH INFORMATION (Please check this box if you are an ONLINE student: )

Church ID#: \_\_\_\_\_ Church Name: \_\_\_\_\_  
(Church at which you will be studying)

City: \_\_\_\_\_ State: \_\_\_\_\_ Group Leader: \_\_\_\_\_

### COURSE INFORMATION

*I am enrolling in the... (Please mark the box of the program and fill out the courses you will be enrolling.)*

Certificate Program (\$90 per course)

Diploma/Adv. Certificate Program (\$240 per course)

MIN101 Discipleship 1

1. \_\_\_\_\_

THE102 Discipleship 2

2. \_\_\_\_\_

BIB103 Old Testament

3. \_\_\_\_\_

BIB104 New Testament

4. \_\_\_\_\_

*I qualify for the Married Student Discount..... (Level 1: -\$9.50; Level 2: -\$47 per course)*  
 Your spouse's name: \_\_\_\_\_

*I already own the interactive textbook for this course..... (Level 1: -\$35; Level 2: -\$33.50 per course)*

*I have also received financial help from another source..... Who? \_\_\_\_\_ Amount \$ \_\_\_\_\_*

**Total Cost of the Courses for which You Are Enrolling..... \$ \_\_\_\_\_**

*Group Leader or Pastor:* Briefly describe the circumstances that warrant this request for scholarship assistance:

*"I attest to the financial need of this student and request that assistance be available to him/her."*

**SIGNATURE OF GROUP LEADER/PASTOR**

**DATE**

**Please send this request form to:**

Inste Global Bible College, Registrar  
 2559 E. Euclid Ave. Des Moines, IA 50317

**Fax:** (515) 289-9201 **Email:** registrar@inste.org

**For Office Use Only**

Date Request Received:	Action Taken:
Amount Granted:	Reason for Denial:
Student and Leader Notified by: Date:	Staff Signature:

## **GENERAL SCHOLARSHIP FUNDS**

### **Source of Funding**

The source of funding for scholarship funds includes monies (such as memorials) which are specifically designated by the donor for scholarships.

### **Dispersion of Funds**

General Scholarship funds will be dispersed as follows:

1. Funds will be made available to help needy students.
2. No scholarship will be awarded for more than 50% of the student's tuition. A student may receive help for only one semester a year. Scholarships will be awarded for an amount up to 50% of the student's tuition. Inste Global will determine the amount awarded. A church may apply for only 2 scholarships per semester.
3. Scholarships will be awarded on a first-come basis.
4. Scholarships may be awarded as long as there are funds available.

### **Procedure**

Scholarships will be awarded as follows:

1. A student will request assistance on this form.
2. The group leader will explain briefly the reason for the request and sign it.
3. The group leader will forward the request by mail, email, or fax to the Inste Global office.
4. The registrar, in consultation with the finance office, will act upon the request.
5. If the request for financial help is granted, the student will receive *up to* 50% of tuition. The student and the group leader/pastor will be informed of the scholarship grant by email, letter, or phone.
6. If the request is denied, either for lack of funds or for any other reason, the student and group leader/pastor will be informed by email, letter, or phone.
7. A copy of the form will be returned to the student and the group leader by email.
8. If assistance is granted, that copy must be attached to the book order form for the student to receive the assistance.