



**Report by the
Covenant Canadian Reformed Church at Grassie**

**To
Synod Carman West 2013**

**Regarding the
Committee for Needy Students of Theology**

Contents

- Section 1 - Synodical Mandate and Overview
- Section 2 - From Classical to Federal support
- Section 3 - Applying Synod's decision
- Section 4 - Our current situation
- Section 5 - Recommendations to Synod 2013
- Section 6 - Appendices

Section 1 Synodical Mandate and Overview

General Synod Burlington (2010) decided to disband the Classical support of Needy Students of Theology and instead pass the responsibility over to a Federal body. It appointed the Covenant Canadian Reformed Church at Grassie (Grassie) to manage the fund for Needy Students of Theology, according to the Acts of Synod 2010, art. 91.4, as follows;

4. Recommendation

That Synod decide to appoint a church in proximity to the Theological College as Committee for Needy Students of Theology to look after extending financial aid to those students of theology who are in need of it.

To mandate this church:

4.1 To advise each classis in the federation of its existence and synodical mandate and to seek their cooperation in setting up and maintaining one general fund.

4.2 To request each classis to share with the Committee the mandate they as classis currently have for their fund for needy students of theology.

4.3 To solicit additional input from each classis toward the particulars of their Committee's own internal guidelines and then to develop such guidelines for the support of theological students in need.

4.4 To request each classis to consider sending their existing funds (currently set aside for needy students) to the Committee to be pooled together into one general fund.

4.5 To assess the churches annually as per number of communicant members in the current Yearbook based on the anticipated funding required for the year ahead.

4.6 To report annually to each church of the federation on its activities and to report triennially to each general synod on the same.

The Council at Grassie appointed a Committee consisting of four members of the Grassie church and a Council member (liason) to administer the fund. The Committee commenced its work on June 30, 2010 and is privileged to participate and support the spreading of God's message of salvation. The committee is accountable to the Grassie Council through the Liason, who is a full member of the committee.

Section 2 From Classical to Federal support

The committee members agreed to the following division of functions:

- Br. Adrian Dieleman, Chairman
- Br. Bart DeVries, Secretary
- Br. Gerry VanWoudenberg, Vice-all
- Br. Bert Wanders, Treasurer
- Br. John Bosscher was appointed by Council as Liason.

A letter was issued to each Classis informing them of the mandate of Synod (Appendix 1) in July 2010. In this letter we requested that at their next Classis meeting they instruct their Committee for Needy Students to co-operate with the new Federal committee, share information, and transfer any funds to the Federal committee. To accommodate this, the committee opened an account with the Meridian Credit Union in Grimsby. Three officers have signing privileges and each cheque requires two signatures.

The response from the different classis varied greatly. One classis transferred their fund and the responsibility for support for a student right away to Grassie. Several classis transferred responsibilities by the end of the calendar year while others waited until the end of the academic year 2010-2011.

For the academic year 2010-2011, support was provided for nine students. While a total of \$113,275 was committed for support, \$107,275 was paid because one student dropped out in January 2011. Of this amount \$55,810 came from our committee with the balance from Classis. Also one student was completely supported by his classes until his graduation in the summer of 2011.

We received \$43,659 in Classical funds in 2010 and an additional \$18,411 in 2011. By September 2011 most of the Classical funds were transferred (\$433 was received in November 2011) and we had full responsibility for all the support for the 2011-2012 academic year.

Some Classical support arrangements had taken into account special circumstances of the student's family and the Classical committee wanted to make sure that we would honour the agreement before they transferred the funds, which were agreed to.

Feedback received from the different Classical committees highlighted variations in assessments, which ranged from an annual assessment of \$0 to \$25 per communicant member. Classis that were supporting students regularly would aim to have a balance of \$10,000 to \$25,000 at the end of December to carry them over. One classis which was not supporting any students aimed to build up a bank balance of \$10,000. Our fund has established a requirement to maintain a \$40,000 reserve when possible, for unexpected circumstances that arise between our annual assessments

Section 3 Applying Synod's decision

A "mandate" defining our committee's structure was agreed on and finalized in 2010 (Appendix 3). The committee agreed to a term of four years with one member retiring each year for succession planning purposes, with a possible re-appointment by Council for another term.

A major and time-consuming undertaking was developing the Support Guidelines and the Financial Assistance Application Spreadsheet (Appendix 4A & 4B). After using these original Guidelines for two years, we felt the need to add partial repayment terms to them. We revised the Guidelines in October 2012 and effective September 2013, will require students to pay back 25% of the support they have received over \$1,000 a month, to a maximum payback of \$25,000. This payback is to begin after employment has started and will be done over a 5 year period. This will enhance accountability and good stewardship of the funds received and distributed.

In our communication with the different classical committees we also specifically asked them to share their mandate and guidelines with us. Having had the benefit of the experience and documentation of the classical committees has helped us a great deal in developing governance documents for the fund.

A few of the committees shared their concern with us in that we would be too lenient in giving out the money since it was funded through a Federal assessment. We have ensured that a full budget is received by the committee and discussed, with any questions or clarifications being brought back to the requestor. Visits are made of all new applicants to better gauge their need and situation; visits to returning applicants are also normally made. The committee can compare budgets to determine areas where students may be asking for too much support (e.g. groceries, rent) and then these matters can be discussed with the applicant to come to a suitable level of support.

The 2011 assessment of \$16 per communicant member was based on the requests for assistance, historical support levels of previous years, and the desire to have a reserve of approximately \$40,000 at the end of December 2011. The amount required from each congregation is based on the number of communicant members as shown in the preceding year's yearbook as per Synod's recommendation. A letter was sent to each church explaining the assessment amount and how we arrived at this value (Appendix 2). By April 2012 all assessments for 2011 were paid with one exception, which was resolved shortly thereafter. The number of students supported during the period of October 2010 to December 2012 varied from 5 to 8 students, and the total financial support provided ranged from \$6,900/month to \$14,800/month (Appendix 5). For the year 2011 the churches were not assessed for any support (Appendix 2), as sufficient funds and reserves were in place to address the support requested that year.

Section 4 Our current situation (as of November 13, 2012)

In December 2011 we invested our money in GIC's to earn interest. These are short term GIC's to allow us access to the funds when required. In March 2012 we sent a letter to the churches, as per Synod's Mandate, with the 2010 and 2011 Audited Financial Statements (Appendix 6).

To ensure adequate funds for the support of students throughout 2013, we assessed the churches \$12 per communicant member, which was conveyed to each church via a letter dated October 23, 2012 (Appendix 2).

Organizationally we have had few changes since we started. The current Council Liason is Br. Klaas Harink. Br. Gerry VanWoudenberg finished his term in June 2012 and did not wish to be re-appointed for personal reasons. On October 20, 2012 Br. VanWoudenberg was taken home to be with His Lord. Br. John Bosscher (previous Council liason, no longer in Council) replaced Br. VanWoudenberg.

Section 5 Recommendation

Our recommendation to Synod is to approve the Support Guidelines (Appendix 4A), which were approved at the Covenant Canadian Reformed Church Council meeting on November 13, 2012. These Guidelines have been used in a slightly altered format since the inception of the Committee in June 2010 for the purposes of governing the administration of support to students enrolled at the Seminary.

Section 6 Appendices

- 1– Letter to Classis, July 2010
- 2 – Letters to Churches re: Assessments 2011 – 2013
- 3 – Committee structure (Mandate)
- 4A - Support Guidelines
- 4B – Application Spreadsheet
- 5 – Support Summary from October 2010 – May 2013
- 6 – Audited Financial Statement October 2010 – December 2011.

Appendix 1. Committee of Needy Students, Report to Synod 2013

Covenant Canadian Reformed Church of Grassie, Ontario

July 12, 2010

To the Churches in Classis Ontario West

Dear brothers in the Lord,

Synod Burlington 2010 has appointed Covenant Canadian Reformed Church of Grassie as the church to manage the Needy Students Fund (See Art. 91 of the Acts).

The decision of Synod in regard to this "Fund" was made because too many differences in financial support occur between the classis'. Also, the classis' in close vicinity to the theological college end up supporting a disproportionate number of student who reside in the local area. Other classis' then have equal availability to these graduating students even though they have not contributed to their financial needs. Synod concluded that having one general fund would eliminate these differences. Please see enclosed the "Recommendation" of Synod's decision, for your perusal.

We kindly request your cooperation and input therefore in the following matters:

1. To share with the newly appointed Committee the mandate you currently utilize as classis for the financial assistance of needy students of theology, and the process by which students are to request assistance;
2. To assist us with additional input you can share as classis to help us develop guidelines for the support of theological students in need;
3. Any general recommendations or comments you may wish to share with us to assist us in the development of a federational fund for needy students;
4. Inform us if you presently have a student receiving financial assistance and what financial arrangements have been made;
5. In order to assist us with developing realistic assessments, we also solicit your information on the historical requests for assistance from these students in recent years (e.g. 2005 to present, on an annualized basis);
6. Your understanding of any other student(s) you know of in your classis, interested in studying theology, that may be in need of assistance in the near future.

In addition, we request the following:

1. Information on which churches in your classis have already paid their 2010 assessment in part or in full (please identify these churches and the period for which they have paid their dues), and
2. Kindly forward existing funds set-aside for needy students to the newly appointed committee, so that all funds can be pooled together into one general fund.

Please make cheque(s) payable to:

Canadian Reformed Needy Student Fund
Treasurer: A.M. Wanders
10 Mountview Ave, Grimsby, ON
L3M 1V5

Since we are presently working in a rather short time frame to get things up and running smoothly, we would greatly appreciate your willingness to help by giving this your attention as soon as you possibly can.

With brotherly greetings and in Christ,

For the committee:

Adrian Dieleman, (Chairman)
e-mail ajdieleman@sympatico.ca

Bart DeVries (Secretary)
110 Main Street East
Grimsby ON L3M 1N8
905.309.6779
e-mail bartanddaniella@gmail.com

Appendix 2. Committee of Needy Students, Report to Synod 2013



Needy Students Fund
PO Box 241
Smithville ON L0R 2A0
needystudentsfund@gmail.com

November 15, 2010

RE: Needy Student Fund Assessments, 2011

Esteemed Brothers in Council,

The General Synod of the Canadian and American Reformed Churches (Burlington, 2010) appointed the Covenant Canadian Reformed Church (Grassie) as the church to manage the Needy Students Fund for the federation.

Previously, each individual classis administered funding to needy students of theology. Synod 2010 decided that due to several inherent deficiencies arising as a result of this model, one church should manage the extension of financial aid to qualified students.

The Covenant Canadian Reformed church has therefore instituted a committee for this purpose. This Committee has been in contact with each classis to provide information and assistance in setting up this fund, which is largely complete. One of the mandates of this Committee (as outlined in recommendation 4.1.5) is to “assess the churches annually as per number of communicant members in the current Yearbook based on the anticipated funding required for the year ahead”. Given that this calendar year is drawing to a close, and 2011 budgeting exercises are commencing shortly, we wish to inform you of your assessments for the coming year.

The Committee has established the following principles guiding the assessments:

1. Assessments will be made in the fourth quarter of each calendar year, for the following calendar year (e.g. November 2010 assessments will represent assessments for the 2011 calendar year).
2. The assessment of communicant members in each congregation will be calculated on the basis of the figures released in the current copy of the Yearbook of the Canadian and American Reformed Churches (the Committee acknowledges that these are in fact figures as of Dec. 31 of the year previous to the assessment, but will stand as the calculated amounts for assessment purposes). Therefore, 2011 assessments are based on the census data noted in the 2010 yearbook.
3. The Committee has no reserves or line of credit at this time, and is supporting a high number of students in their studies. Therefore, the 2011 assessment is slightly above the current requirements needed to support students, in order to build up a small contingency fund for future years. The Committee wishes to avoid a situation where it must re-assess the churches mid-way through the calendar year, or facilitate a process whereby the assessments wildly fluctuate from year to year.

Based on the above principles, the Committee has requested an assessment of \$16.00 per communicant member. This may be significantly more or less than each church has provided for in the past, but is required to meet our current needs. A financial statement will be issued to the churches in the new year, D.V.

Accordingly, we would appreciate it if payment could be forwarded according to the calculation below:

Classis:	Pacific East
Church:	Abbotsford, BC
2010 Yearbook Communicant member amount:	323
2011 Assessment per communicant member:	16.00
2011 Assessment Total:	\$5168.00

Please make cheques payable to: Needy Students Fund

Please mail cheque to:

Covenant Canadian Reformed Church
Needy Students Fund
PO Box 641
Smithville ON
L0R 2A0

Payment is due January 31, 2011. In lieu of full payment on this date, 50% can be paid by January 31, along with a post dated cheque for the balance dated July 1, 2011.

If you have any questions or comments on this matter, please contact the undersigned at the address listed, or via email at needystudentsfund@gmail.com. Unless requested, we will not issue a hardcopy of this letter of assessment.

With Christian greetings,

Br. A. Dieleman
Chairman

Br. B. DeVries
Secretary

cc/Grassie Council



Needy Students Fund
PO Box 641
Smithville ON L0R 2A0
needystudentsfund@gmail.com

November 16, 2011

RE: Needy Student Fund Assessments, 2012 - \$0

Dear Treasurer and/or church representative,

The Needy Students Fund has received a number of new requests for assistance for the 2011-2012 school year at the Seminary, which have been assessed and supported.

We have recently completed our budget projections for the 2012 calendar year and are of the opinion that an assessment from the churches in this coming year will not be necessary.

As indicated in our January 31, 2011 letter to the churches, the assessment for the 2011 calendar year was justified on the basis of financial assistance requests received to date and anticipated in the immediate future, the requirement for a reserve fund, and for the opportunity to allow churches to send in their assessments for 2012 and the end of the second and fourth quarters (as opposed to at the beginning of the financial year when we would expect church finances to be tight).

We are thankful to report that the requests this year are less than anticipated, and that with our current reserves, we expect that we have sufficient funds to carry us through the 2011-2012 school year, as well as the first half of the 2012-2013 school year, D.V. Although we expect our finances to be tight at the end of the 2012 calendar year, we also expect that the churches will welcome zero assessments to the fund for that period.

Now that we have completed our second cycle of receiving and assessing student requests for financial assistance, we are in a much better position to achieve our goal of providing good structure and uniformity with respect to administrating this activity on behalf of the federation.

With this experience, we also expect that starting in 2013, D.V. our assessments will be more consistent for each reporting period, which will assist everyone in establishing consistent budgets. As reported earlier, we will be issuing an audited financial report to all the supporting churches on or around January 2012 outlining our financial standing in more detail.

If you have any questions on this matter, please contact the undersigned.

In His service,

Bart DeVries
Secretary – needystudentsfund@gmail.com

Cc/ Grassie Council



Needy Students Fund
PO Box 641
Smithville ON L0R 2A0
needystudentsfund@gmail.com

October 23, 2012

RE: Needy Student Fund Assessments, 2013

To whom it may concern,

Please note that due to a financial accounting error, this letter is intended to replace the letter you received earlier, dated October 17, 2012. \$30,000 of funds invested in GIC's were not accounted for in the balance of funds in hand, which were used in the calculation of the 2013 assessment.

The Needy Student Fund for the support of students of theology at the Theological Seminary continues its work on behalf of the Canadian and American Reformed Churches. Synod Burlington appointed the Covenant Canadian Reformed Church (Grassie) as the church to manage the Needy Students Fund for the federation.

We reported in 2011 that the requests for the 2011-2012 academic year were less than anticipated, and that with our current reserves, sufficient funds were available to carry us through the balance of that year, as well as the first half of the 2012-2013 school year. We reported that our finances would be tight at the end of the 2012 calendar year, but expected that the churches would welcome zero assessments to the fund for that period. These points have been realized.

The depletion of the fund at the end of the 2012 fiscal year, as well as the largest freshmen class to ever enroll at the seminary (resulting in more requests for assistance), has resulted in a 2013 assessment to the churches in the federation of \$12.00 per communicant member. One of the mandates of this Committee (as outlined in recommendation 4.1.5 of the Synod 2010 mandate) is to "assess the churches annually as per number of communicant members in the current Yearbook based on the anticipated funding required for the year ahead". Given that this calendar year is drawing to a close, and 2013 budgeting exercises are commencing, we hereby inform you of your assessment for the coming year.

Please be reminded that the Committee has established the following principles guiding the assessments:

4. Assessments will be made in the fourth quarter of each calendar year, for the following calendar year (e.g. October 2012 assessments will represent assessments for the 2013 calendar year).
5. The assessment of communicant members in each congregation will be calculated on the basis of the figures released in the current copy of the Yearbook of the Canadian and American Reformed Churches (the Committee acknowledges that these are in fact figures as of Dec. 31 of the year previous to the assessment, but will stand as the calculated amounts for assessment purposes). Therefore, 2013 assessments are based on the census data noted in the 2012 yearbook.

6. The Committee has established in principle a requirement to maintain a reserve of \$40,000, which will be nearly depleted by the end of the calendar year due to the \$0 assessment in 2012. This, coupled with a high number of students being supported in their studies has resulted in the \$12 assessment. This is \$4 per communicant member less than the 2011 assessment.

By the end of 2012 we will only have \$30,000+ in hand for student assistance. As a result, you are requested to promptly submit payment according to the terms outlined below. At this stage we do not have funds to support any students for the period after February 2013, which requires an amount of nearly \$15,000/month. A financial statement will be issued to the churches in the second quarter of 2013.

Accordingly, we would appreciate it if payment could be forwarded according to the calculation below:

Classis:	Pacific East
Church:	Abbotsford, BC
2012 Yearbook Communicant member amount:	339
2013 Assessment per communicant member:	12.00
2013 Assessment Total:	\$4068.00

Please make cheques payable to: Needy Students Fund

Please mail cheque to:

Covenant Canadian Reformed Church
Needy Students Fund
PO Box 641
Smithville ON
L0R 2A0

Payment is due January 31, 2013. In lieu of full payment on this date, 50% can be paid by January 31, along with a post dated cheque for the balance dated July 1, 2013.

If you have any questions or comments on this matter, please contact the undersigned at the address listed, or via email at needystudentsfund@gmail.com.

With Christian greetings,



Br. Bart. DeVries
Secretary

cc/Grassie Council

Appendix 3. Committee of Needy Students, Report to Synod 2013

Committee for the Needy Students of Theology **Mandate**

Introduction:

1. The Committee for the Needy Students Fund (Background):
 - a. The Covenant Canadian Reformed Church at Grassie, Ontario ("Grassie Church") has been appointed by General Synod Burlington 2010 as the "Committee for Needy Students of Theology" (the "Committee"), responsible for extending financial aid to Canadian and American Reformed students of theology who are in need of financial support, and are enrolled at the Canadian Reformed Theological Seminary (the "Seminary").
 - b. The Consistory with the Deacons (the "Council") of the Grassie Church has appointed a committee consisting of four members of the church plus a liaison to the Council. The Committee will tend to all the day-to-day affairs of the fund.

2. The Mandate of the Committee is as follows:
 - a. To propose to the Council a mandate for administering the Fund, and procedures for governing this Committee, within the mandate given by General Synod 2010 to the Grassie Church,
 - b. To propose to Council guidelines for the support of needy students (refer to Synod's recommendations). These guidelines will be developed as we receive feedback from the different classes and will be published at a later date,
 - c. To establish the need for the support of students prior to each school year. Eligible students are to contact the Committee by August 1 outlining the specifics of their request,
 - d. To annually (each Fall) assess the churches in the Canadian and American Reformed Church federation (the "Federation") , based on the number of communicant members in the current yearbook, in order to anticipate funding required for the upcoming calendar year,
 - e. To report all activities on an ongoing basis to the Council via the Council liaison, and
 - f. To report annually to each church in the Federation of the activities of the Committee. The report to the churches will be completed in the Spring, and will include an audited financial statement. In addition, the Committee will report tri-annually to the General Synod its activities and situation.

3. Committee Structure
 - a. The structure of the Committee shall consist of a Chairman, a Vice-all, a Treasurer, a Secretary, and a Council member as liaison.

4. Duties of Committee Members:
 - a. The Chairman is responsible for directing the activities of the committee in fulfilling its mandate. The chairman will call a meeting at regular intervals and as required.

- b. The Vice-All acts as Chairman and Secretary in their absence, and assists the Committee with carrying out its mandate.
- c. The Treasurer is responsible for managing the receipts and disbursements of funds, and, together with the Chairman and Vice-All, is a signing officer on the bank account. In addition, the Treasurer
 - i. Will be responsible for managing supporting documentation for all expenditures
 - ii. Is to submit a bi-monthly statement of receipts and expenditures to the committee
 - iii. Sets the annual assessment to be submitted to the churches in the Federation, with the Committee
 - iv. Prepares the annual statement in January of each year, and presents it to the Committee for approval, and
 - v. Assists the church appointed auditors in their task.
- d. The Secretary is to keep minutes of all meetings and to distribute them electronically shortly after the meeting. The secretary shall manage and retain all incoming and outgoing communications. Outgoing communications shall be approved by the committee; urgent matters of communication must be reviewed and approved by the Chairman or Vice-All. The approval of out-gong communication does not apply to the matter of miscellaneous correspondence.
- e. The Liason is to keep Council informed of the activities of the Committee, to relay requests by the Committee for appointments and other matters, and to inform the Committee of decisions of Council that apply to the Committee.

5. Appointments:

Committee members are appointed by the Council, and will generally serve a four year term, with the option of one additional term at the discretion of Council. Members will generally retire in rotation.

6. Auditors:

Council shall appoint two auditors to examine the books of the Treasurer at the end of each fiscal year.

7. Report to General Synod:

The Committee shall tri-annually submit a report to the Council (eight months prior to the next scheduled General Synod of the Federation), detailing its activities and outcomes, for Council review and submission to Synod in the appropriate timeframe.

November 15, 2010

Appendix 4A. Committee of Needy Students, Report to Synod 2013



SUPPORT GUIDELINES

for the

Needy Students Fund of the Canadian and American Reformed Churches

**Providing financial aid to students of the
"Canadian Reformed Theological Seminary"**

Preamble

The primary purpose of financial aid for theological students is to assist in their educational preparation for ministry, by providing aid to those students who demonstrate financial need.

In light of our human nature and that we all need God's Grace and Spirit to guide us, the giving and receiving should be done in a spirit of humility and brotherly love.

Financial aid is administered by the Committee for the Needy Students Fund (the "Committee" and "the Fund", respectively), a committee appointed by the Council of the Covenant Canadian Reformed Church of Grassie. Synod 2010 appointed the Grassie church to administer the Fund.

Section 1 Principles

The following principles are basic to the administration of the Needy Student Fund of the Canadian and American Reformed Churches:

- 1.1. Financial aid shall be restricted to theological students of the Canadian and American Reformed Churches who are enrolled at the Theological Seminary of the Canadian Reformed Churches and who desire the office of minister in these churches.
- 1.2. The student has the primary responsibility for his educational and living expenses. The Fund will augment the student's resources where requested by the student, and approved by the Committee. The Fund is to be used as a last resort. Students are expected to utilize existing personal assets (RRSP's, equity, other savings) and family support, either prior to or in concert with any assistance from the Fund.
- 1.3. The Fund will not support requests, either as a whole or for additions to a particular budget line item, where the request is deemed to be excessive and/or unnecessary. Students receiving support are expected to show good Christian stewardship of the funds provided to them, and organize their lifestyle and purchase choices accordingly, in a self-sacrificing manner.
- 1.4. Financial aid will be administered in such a way as to affirm financial responsibility and integrity of both students and fund administration.
- 1.5. The administration of financial aid shall be individual, personal, pastoral, and confidential.

1.6. Applicants may request assistance on an annual basis. All requests must reflect all costs associated with realistic and anticipated living expenses. Requests for additional funds after September 1 of the current calendar year may not be accepted and alternate sources of funds required to cover any shortfall would be the students responsibility.

1.7. Students who are supported by the Fund should keep comprehensive records of expenses in each of the categories noted in the application form. In cases of subsequent years of support, these records will validate and support the requested amounts in the student's applications.

1.8. Vehicle maintenance will be supported at a monthly rate of \$25, as applicable. Any expenses above and beyond this amount may be reimbursed upon receipt of statement of invoices. Applicants are encouraged to use the most economical means of car repairs wherever possible.

1.9. Applicants are expected to take ownership for the cost of their studies. Applicants must recognize that the support for the students is from assessments to communicant members of our churches, many of which themselves struggle at times financially. In addition, all students of post-secondary education relying on conventional means of financial assistance (typically government) do assume the vast majority of the cost for their education. As such, while the Fund is charged with assisting the living needs of the students of the Seminary, it also has a responsibility to the membership. Therefore, the following commitment is made by students receiving support from the Fund:

1.9.1 Students relying on assistance from the Fund exceeding \$1000 per month while enrolled in the Seminary, will be responsible for the repayment of the full 100% of the amount exceeding \$1000 per month, to an amount of 25% of the amount exceeding \$1000 per month, or \$25,000, whichever is less.

1.9.2 This repayment shall be made in five annual equal installments. This amount will be calculated as the exceeded amount outlined in 1.8.1 divided by 5. It shall be interest free, and payable on the anniversary of each of the first 5 years of their employment. In the case of a lapse in employment or in a situation of underemployment, terms may be negotiated with the administrators of the Fund.

Section 2 Application Process

2.1. A student must apply to the Committee substantiating their request for support. The submission shall include a letter of request, as well as a completed Appendix 1.

2.2. Students are to submit a request (using the enclosed form) before the first day of August prior to the school year, and provide any other information requested by the committee.

2.3. If a student is dismissed from the Seminary, he is under obligation to repay the Fund the full amount of aid received with interest at a rate set by the Committee starting at the date of dismissal. In the case of withdrawal from the Seminary, aid received must be repaid according to the terms in 1.9.1 and 1.9.2.

2.4. In cases for which this mandate does not apply, the Committee shall ask the advice of the Grassie Council.

2.5. This document may be reviewed and changed as needed.

2.6. Normal terms of support are for 9 months of the recognized school year (September – May).

Section 3 Acknowledgement

To the Applicant:

3.1. Have you read and are you willing to abide by the guidelines for application to the Needy Students Fund as outlined in this document and adopted by the Council of the Covenant Canadian Reformed Church of Grassie on November 13, 2012 and,

3.2. Do you allow the Committee to contact the Council of your home congregation for other personal information, where applicable, and,

3.3. Do you understand that you are receiving aid from your fellow church members for support and growth of the church, and that therefore you should endeavour to live economically, remembering your own responsibility in the stewardship of gifts received by the grace of God, and ,

3.4. Do you agree to the terms and conditions outlined in this document, for the repayment to the Fund of the applicable portion of assistance which may be provided to you, as outlined in Sec. 1.9?

The undersigned hereby declares that the information herein given is correct, and accurately describes his financial position.

Signature of Applicant

Date

Signature of Committee Chairman, Date

Signature of Committee Clerk, Date

Appendix 4B. Committee of Needy Students, Report to Synod 2013



Section A - Biographical Data	<i>Do not enter information in shaded area</i>	
	Information	Comments
Name of Student		
Name(s) of dependents and age		
Street Name and Number		
City/Town		
Province		
Postal Code		
Phone Number		
Name of church where applicant is a member		
Name of church where applicant was a member prior to entering Seminary (if applicable)		
Has applicant been officially accepted by the Seminary?		
Which study year will applicant enter in the coming year at the Seminary?		

Section B - Calculating Your Requested Need		
Monthly Expenses:		
Church/Charitable Donations		
Christian School Tuition		
Mortgage or Rent		
House/Property Maintenance		
Heat/Hydro/Water		
Telephone/Internet		
Property Taxes		
Furnishings/Appliances		
Groceries		
Personal and Health Care expenses		
Clothing and Footwear		
Vehicle payments		
Vehicle maintenance		
Gas		
Insurance (vehicle)		
Insurance (home/Tenant)		
Insurance (personal)		
Children's supplies		
Vacation/Entertainment		
Misc.		
Other expenses (list):		
Fixed / Annual Expenses:		
Curriculum Costs (Tuition, books, supplies, etc.)		
Other Fixed / Annual Expenses (list):		

*Pre-Study Period Earnings:		
<i>*Earnings for 3 month period prior to entering new school year (June/July/August)</i>		
Number of Months Employed		
Total Net Income (post-government deductions) for the Pre-Study Period		
Unemployment Insurance or Other Benefits		
Other net Income/Earnings		
Total Net Income for Pre-Study Period:		
*Monthly Study Period Earnings		
<i>*Earnings for the school study period (September 1 - May 31)</i>		
Part Time Earnings		
Spousal Earnings		
Support from Parents/Relatives		
Government Benefits		
Other earnings (scholarships, etc.)		
Other Available Resources		
Bonds, Stocks, etc. (List):		
Fixed Assets (home equity)		
Vehicle value (if above \$5000)		
Total Resources:		
Total Monthly Expenses:		
Total Monthly Net Revenues:		
TOTAL REQUESTED NEED/MONTH:		

Appendix 5. Committee of Needy Students, Report to Synod 2013

Federal Support from October 2010 until May 2013

		Calendear year		2010	2011	2011	2012	2012	2013	Total
		Semester		Sep	Jan	Sep	Jan	Sep	Jan *	for both
Student I.D.	Year	\$/Month								
	1	10/'11	1,835		5,505	9,175				14,680
	2	10/'11	1,875			1,875				1,875
	3	10/'11	500			2,500				2,500
	4	10/'11	600			3,000				3,000
	5	10/'11	1,500			9,000				9,000
	6	10/'11	1,000			4,000				4,000
	7	10/'11	2,251			11,255				11,255
	8	10/'11	1,900			9,500				9,500
			<u>11,461</u>		<u>5,505</u>	<u>50,305</u>				<u>55,810</u>
	3	11/'12	570				1,140	1,140		2,280
	9	11/'12	842				3,368	4,210		7,578
	1	11/'12	1,966				7,864	9,830		17,694
	10	11/'12	1,670		see note		1,670	10,750		12,420
	8	11/'12	1,851				7,404	9,255		16,659
			<u>6,899</u>				<u>21,446</u>	<u>35,185</u>		<u>56,631</u>
	9	12/'13	1,072					4,288	5,360	9,648
	11	12/'13	647					2,588	3,235	5,823
	12	12/'13	1,148		\$2,790 for tuition paid up front			7,382	5,750	13,132
	13	12/'13	1,550					6,200	7,750	13,950
	14	12/'13	2,100					8,400	10,500	18,900
	15	12/'13	3,900					15,600	19,500	35,100
	10	12/'13	2,299					9,996	11,495	21,491
	8	12/'13	2,063					8,252	10,315	18,567
			<u>14,779</u>					<u>62,706</u>	<u>73,905</u>	<u>136,611</u>
	Total Cost/Semester				5,505	50,305	21,446	35,185	62,706	73,905
	Total Students				1	8	5	5	8	8
	Total Months				3	36	18	22	32	40
	Average/Student/Month				1,835	1,397	1,191	1,599	1,960	1,848
	Low /Student/Month				1,835	500	570	570	647	647
	High/Student/Month				1,835	2,251	1,966	2,150	3,900	3,900
	Note: for January to May \$2,150/month									
	* The amounts for the January semester of 2013 is assuming that all students stay for 5 months.									

Appendix 6. Committee of Needy Students, Report to Synod 2013

Needy Student Fund Committee (in CAD)

Statement of Receipts & Disbursements for 2011 & 2010

	Notes	<u>2011</u>	<u>2010</u>
Receipts			
Annual assessments		158,624	0
Classical Fund Transfers to the Committee		18,411	43,659
Investment Income		0	0
Refunds to churches of overpayments		(144)	0
Total Receipts		<u>176,891</u>	<u>43,659</u>
Disbursements			
Student Support		71,751	5,505
Bank service charges		23	82
Committee administration		0	0
Total Disbursements		<u>71,774</u>	<u>5,587</u>
Surplus / (deficit)		<u>105,117</u>	<u>38,072</u>

Needy Student Fund Committee (in CAD)

Statement of Financial Position as at December 31

		<u>2011</u>	<u>2010</u>
Assets			
GIC 1 yr		30,000	0
GIC 3 yr		60,000	0
Accounts receivable		21,556	0
Cash, see note 1	1	31,633	38,072
Total Assets		<u>143,189</u>	<u>38,072</u>
Liabilities and Surplus			
Accounts payable		0	0
Accumulated Surplus		143,189	38,072
Total Liabilities and Accumulated Surplus		<u>143,189</u>	<u>38,072</u>

Note 1: The "Cash" for 2011 consist of the following:

Bank balance December 31, 2011	19,945
Pre-paid support for 2012	11,816
Rebate cheques not cashed	- 128
Cash	<u>31,633</u>