



MATCHING CHURCH SCHOLARSHIP PROGRAM

ADMINISTRATIVE POLICIES

Annapolis Christian Academy (ACA) will match up to \$1,500.00 per student, per year for scholarship gifts given by a local church on behalf of students who attend Annapolis Christian Academy. The following is a list of provisions that must be agreed to by each participating church:

1. Matching scholarship funds apply only to students (PK-12) who regularly attend a local church and have been accepted to attend ACA and qualify for need-based tuition assistance. "Regular church attendance" is defined / determined by the local church leadership.
2. Matching scholarship funds are restricted to tuition and do not cover auxiliary expenses (i.e. application fee, lunches, uniforms, field trips, extracurricular activities, etc).
3. ACA only matches funds from Christian churches that agree substantively with ACA's statement of faith. Gifts from non-church organizations will not be matched.
4. Matching funds are awarded on a year-by-year basis and may not be used to settle past due accounts.
5. Before a scholarship gift can be matched, the following steps must be completed
 - a. Student must apply and be accepted to Annapolis
 - b. Family must apply and qualify for tuition assistance through Annapolis Christian Academy
 - c. Church must submit an Enrollment Form to establish a matching scholarship account with ACA
 - d. Church must submit a Student Award Form by September 1 for the fall semester and/or January 1 for the spring semester to guarantee the ACA match.
6. In the event a church defaults on the pledged scholarship amount, the sponsored student(s) account(s) will be adjusted for the remaining balance of the credited gift and match, leaving them with a balance due and payable. Checks should be made payable to Annapolis Christian Academy and should include each sponsored student's name followed by "MCS" in the notation line. Example: "Student last name – MCS."
7. Funds for matching church scholarships may be allocated from a church's regular operations, but a special offering for this purpose is also strongly recommended. Donations to a church's scholarship fund for which a tax benefit will be sought must be derived from sources that are "detached and of disinterested generosity," motivated by a general desire to assist all students from a given church who are pursuing their education at ACA. **Please note that donations that are earmarked for specific students are not tax deductible under IRS guidelines but neither are they subject to a gift tax (see IRS Publication 526 for further details).**
8. Donations by parents to the church's matching scholarship account are forbidden during any year their child is a recipient of a church matching scholarship. This program is not intended to match monies that would properly be provided through tuition payments.
9. It is the responsibility of each participating church to ensure that IRS guidelines for charitable deductions are followed in the collection of scholarship donations. Questions about relevant IRS guidelines should be independently directed to a competent attorney, CPA, or tax consultant. *No provisions of this policy constitute or may be relied upon as legal advice to a church or individual.*

A Church representative (Pastor, Treasurer, Officer, Trustee, etc.) should sign below to indicate the church's agreement with these policies and procedures.

X _____
Signature of Church Representative / Date

Print Name



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Process for Churches

STEP 1- Enroll your church: Submit an Enrollment Form to Annapolis Christian Academy to establish a matching church scholarship account with ACA.

Step 2- Form a Scholarship Committee: A scholarship committee should be formed to make decisions about student awards. No family eligible to benefit from a church scholarship should be on the committee to avoid conflicts. Your church committee should independently decide which students receive a scholarship and how much the scholarship will be.

Step 3- Collect Applications and Donations: Begin collecting applications from students in your church and hold a special offering, and/or allocate funds directly from the church's annual operating account. Encourage donors to contribute to the church's general scholarship account—not to individual students. Encourage donors who work for matching companies to contribute directly to ACA. The donor may not designate a specific student recipient, but may designate that his or her gift be placed in the church's scholarship account at ACA to be used for awards for all students from his/her church.

Step 4- Submit Student Award Forms: Your church scholarship committee should submit a Student Award Form for each sponsored student by September 1 (fall semester) and/or January 1 (spring semester).

Step 5- Use your Scholarship Certificate: When your committee notifies ACA of a student award, a Scholarship Certificate will be sent to your committee from ACA. Presentation of this certificate to your student will encourage others to participate as well as honor your student for his/her commitment to attending a Christian school.

Step 6- Send Annapolis a check by designated dates and the amount will be matched and deducted from tuition amount for recipient(s).

Process for Parents

STEP 1- Go through the enrollment and financial aid process to prequalify your students to be enrolled at ACA.

STEP 2- Petition your local church leadership to establish a matching church scholarship account with ACA by following the process outlined above for churches.

Step 3- Complete an MCS Student Request Form and submit this form to your local church scholarship committee.

Step 4- Enroll your student(s) at ACA



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FREQUENTLY ASKED QUESTIONS

Q: What is the mission of Annapolis Christian Academy?

A: Annapolis exists to partner with Christian families and local churches to provide a distinctively Christian and academically excellent educational community for students in PK3 through 12th grade. Our goal is to equip students with the wisdom, virtue, and skills necessary to impact our culture for Christ.

Q: Is Annapolis' Matching Church Scholarship Program limited to certain denominations?

A: All Christian denominations that agree substantively with the Annapolis statement of faith are eligible to participate.

Q: Is there a minimum or maximum amount of money that Annapolis will match?

A: There is no minimum. ACA is able to match up to \$1,500.00 per student, per year. Churches are encouraged to take full advantage of this unprecedented opportunity to invest in the lives of students.

Q: Are Students eligible for the Matching Church Scholarship every year?

A: Yes. Once a student is enrolled in the program, he or she may continue to benefit from it as long as the student remains in good standing with the academy. Each year, the student's church will notify Annapolis of their intent to provide a scholarship by submitting the MCS Student Award by September 1 (for fall semester) and/or January 1 (for spring semester).

Q: Do students have to be from low-income families or qualify for tuition assistance to receive a matching scholarship?

A: Yes. Any student a church decides to sponsor must first be pre-qualified to receive financial aid through the school's third party aid determination process.

Q: May parents of a student chosen by the church to receive a matching scholarship donate to the church's scholarship fund?

A: No. Awardable monies in this program must be derived from sources that are "detached and of disinterested generosity." Gifts by parents are not acceptable during any year the contributor's child is a recipient of a Church Match Scholarship. The intent of the program is to provide new forms of financial aid for students, not replace tuition payments.

Q: May non-immediate relatives (i.e. grandparents, aunts, uncles, cousins, etc.) donate to the matching church scholarship fund?

A: Yes. However, the donation cannot be earmarked or designated to benefit a particular student. The donor should have no control over which students benefit from the donation.

Q: If I work for a company that matches employee charitable gifts, will my gift and my company's matching gift go into our church's MCS account?

A: Yes, if your child is not benefiting from the MCS program that year. A church's scholarship account at ACA will grow more rapidly as donors utilize their company matching programs. We encourage donors to take full advantage of their employer's matching gift programs.

Q: What if a student withdraws or is not able to attend ACA?

A: Any unused scholarship money remains in the church's account for future use.

Q: What if ACA does not receive the funds committed by the church?

A: The matching scholarship award will be rescinded and the student's family will be responsible to pay the remaining balance.

Q: Should our church wait to enter the program until we have a student coming to ACA?

A: No. Begin contributing now so you will be prepared when students from your church do enroll. Planning ahead two or three years will be beneficial to students in your church.

Q: Are donations made to a church's MCS account tax deductible?

A: Yes. Donations to a church's matching scholarship account are tax deductible if they are motivated by a "detached and disinterested generosity." To meet this criteria, donations cannot be made by parents during any year their student is chosen as a scholarship recipient. Furthermore, donations cannot be earmarked for specific students by the donor and must be given to support any and all students chosen by an independent church committee or church leadership to benefit from the scholarship fund.



MATCHING CHURCH SCHOLARSHIP PROGRAM

CHURCH MATCHING SCHOLARSHIP AT A GLANCE

Purpose of Aid	To assist families and churches who desire to provide a Christian education for their students
Type of Aid	Scholarship
Award Amounts	Up to \$1,500.00 per student, per year
Eligibility Requirements	<ol style="list-style-type: none">1. Student must be accepted to Annapolis Christian Academy.2. Student must qualify for financial aid.3. Church must establish a scholarship account with ACA.
Renewal Requirements	Students are eligible for matching fund consideration annually with new church scholarship funding.
Enrollment Requirements	Students who have met ACA admissions criteria and have been accepted.
Grade-Level Eligibility	Students in PK3 – 12 th grade
Costs this Aid Can Cover	Tuition & Registration only



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MATCHING CHURCH SCHOLARSHIP ENROLLMENT FORM

Yes, we would like to be counted among the growing number of churches desiring to provide students with a Christian education through ACA's matching church scholarship program.

Name of Church _____

Address _____

City _____ State _____ Zip Code _____

Church Phone Number _____

Name of Pastor (please print) _____

Signature of Approval by Pastor _____

Please complete and mail this form to the address listed below to establish a matching scholarship account with ACA. This account must be established prior to receiving matching funds.

ACA Director of Advancement
3875 S. Staples Street
Corpus Christi, Texas 78411

Or Fax the same to

361-232-5629



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MATCHING CHURCH SCHOLARSHIP STUDENT APPLICATION

This form must be filled out by the church scholarship committee for each student sponsored and submitted to ACA with payment no later than September 1 (for the fall semester) and/or January 1 (for the spring semester).

I. Student Information

Last First Middle Initial

Street Address City State Zip

II. Church Information (to be completed by the church)

Church Name Church Phone Number

Street Address City State Zip

Church Contact (circle: Dr./Rev./Mr./Mrs./Miss) Contact's Phone Number Contact's E-mail Address

Apply scholarship as indicated below:

Split and apply to both fall and spring semesters* All to fall All to spring

**This is the default option if no other choice is made above.*

We, the above named church, enter into an agreement with Annapolis Christian Academy to provide for the student listed above a scholarship in the amount of \$_____ for the academic year 20____. We, the church, have determined the scholarship amount (not the student or parent) and neither the student nor the parent have contributed to this amount as an attempt to have their tuition matched or to receive a tax-deductible gift for tuition dollars (see IRS Publication 526). We submit this Church Matching Grant Application along with the enclosed church check.

Authorization Date Printed Name (Authorized Church representative) Church Position

Signature Denomination/Affiliation

Make checks payable to Annapolis Christian Academy and include the following in the notation section: "church name – MCS." Mail completed form and check to:

Director of Advancement
3875 S. Staples Street