

**CRITERIA FOR APPLICATION AND SCHOLARSHIP FROM THE LAKE UNION CONFERENCE
TO ATTEND ANDREWS UNIVERSITY or OTHER UNIVERSITIES**

1. Must be a full-time employee.
2. Must have been employed by the conference/academy for one year before applying for scholarship.
3. Must have a bachelor's degree.
4. Must be seeking a graduate degree, completing certification, renewing certification, reinstating expired certification, or adding an approved endorsement.

FINANCIAL ASSISTANCE AND PROVISIONS

1. Upon approval, all tuition and fees will be paid by the Lake Union Conference Office of Education **thru the local conference** when verification of a passing grade of a C or higher has been submitted to the Lake Union Conference Registrar.
2. Housing, when needed and approved, and one round trip to Andrews University will be paid by the employer according to policy.
3. Board (for schools other than Andrews University), textbooks, supplies, etc. will be paid by the employee. Itemized statements may be requested.
4. When approval is given to attend a program other than Andrews University the Lake Union will only subsidize up to the current per credit cost at Andrews University for tuition only. Additional tuition/related expenses may be considered for reimbursement. A written request for additional financial support must be submitted for approval by the conference superintendent and Lake Union Certification Officer.

TEACHERS MORAL AND LEGAL AGREEMENT

It is my clear understanding that in exchange for this financial assistance from church funds, I shall be required to fulfill the following obligations:

1. I understand that my program/courses must be **pre-approved by the employer and the Lake Union Certification Officer** prior to the start of classes.
2. I must complete all course work. **Should I fail to successfully complete any course, I will assume full responsibility for payment of charges for that course work.**
3. I understand that **one full year of service is required for amortization after each 9 semester hours or less of financial assistance.** I will be responsible for any unamortized balance in my school financial assistance account should I leave Lake Union Conference employment.

With full understanding and acceptance of the above-stated conditions, and the moral and legal expectations involved, I hereby make application for financial assistance.

Signature of applicant _____ Date _____

**ANDREWS UNIVERSITY
ACADEMIC RECORDS
TRANSCRIPT SPECIALIST
BERRIEN SPRINGS, MI 49104**

PLEASE RELEASE TRANSCRIPT for the following courses.

Date _____ Student's Name: Last _____ First _____ Initial _____

_____ College/University ID
If name has changed, give former name

Hold for Final Grades? Yes () No ()

Student Signature

Street Address/P.O. Box Number

City State Zip

**SEND TRANSCRIPT TO
Lake Union Conference Office of Education
P.O. Box 287
Berrien Springs, MI 49103**