CedarCreek Students Scholarship Award Procedures

CedarCreek Students awards scholarships based on financial needs of families within the ministry in order to assist students in attending camps/retreats.

Scholarship Award Procedure:

1. Receive Scholarship request.
	1. A scholarship CANNOT be awarded without a scholarship request.
2. Respond to parent with the amount you can award them (see below email)
	1. You do NOT have to award exactly what they ask for
	2. Contact them via email or phone
	3. Note the resulting award within their benevolence request within Rock
		1. Follow the Student Financial Assistance Instructions to navigate the form
3. Place the family on a payment plan (if applicable)
	1. Note within their benevolence request within Rock
4. Mark the Benevolence Result Type as Student Financial Assistance Awarded
	1. Project Manager of Ministries will receive this and file accordingly
5. Follow-Up with family regularly if they are on a payment plan

Important Items to consider when awarding scholarships:

* Typically, parents can pay more than they actually put down if they understand the “Why”.
	+ Example- If current price is $290 and a parent currently says they can only pay $150, explain the why and perhaps respond that you can only scholarship them $100, so they’re responsible for $190 ($100 of that due by Dec. 31st).
* If it’s early in the school year, attempt to put them on a payment plan.
* Check their attendance in Rock before awarding scholarship so you know how involved the student/family is.
* The amount in the campus scholarship fund (see the finance doc) is the Campus Director of Students to allocate.
* The campus scholarship amount goes toward Winter Retreat AND Fusion Camp. The larger the scholarships you give, the less of them you’ll be able to award.
* ALWAYS respond with care and in a way that leaves the parent knowing that they matter to us and we are extremely excited that their student wants to attend Camp/Retreat!

Example response to a parent requesting financial aid:

Hi \_(Parents first name)\_\_\_\_\_\_\_\_\_,

We would love to have \_\_(Student Name)\_\_\_\_\_\_ join us at Fusion Camp this summer! We are attempting to get as many students signed up as possible so that includes us spreading out the scholarships to allow as many students to attend as possible.

Due to the wide amount of students needing scholarships we won’t be able to scholarship \_($)\_\_\_\_ to \_\_(Students Name)\_\_\_\_\_\_. The most I can Scholarship \_\_\_\_(Students Name)\_\_\_\_\_\_\_\_\_\_\_\_ currently is \_\_($)\_\_\_\_. That would leave you a balance of \_($)\_\_\_\_\_\_ to be paid by \_\_\_\_(Dec. 31st or March 31st\_)\_\_\_\_\_.

If that scholarship will work just let me know and I’ll lock it in.

Thank you!

Signature Line