



DIOCESE OF LANSING

M I C H I G A N

Lay Ministry TUITION ASSISTANCE APPLICATION, INSTRUCTIONS, AND CONDITIONS

The Diocese of Lansing encourages its lay ministers to develop their potential for service to the Diocese. As an incentive to further this objective, the Diocese will provide financial assistance for tuition to eligible lay ministers who enroll and successfully complete, on their own time, approved educational courses with the potential to improve the individual's present ministry performance or develop their potential for ministry within the Diocese.

A. Eligibility

All lay ministers (employees and volunteers) within the Diocese of Lansing with their pastor's approval.

B. Education Courses

A ministry-related course will be approved only if it is expected to improve the lay minister's current job performance or develop potential for ministry within the Diocese, or if the course is a requirement of an approved degree or certification.

C. Enrollment

A lay minister applying for assistance must discuss with his or her pastor whether the course(s) will be covered under the program and if the parish will commit to pay at least 25% of the cost.

The lay minister must then complete Section 1 of the application form and submit it to his or her pastor for recommendation for final approval at least 6 weeks prior to enrollment in the course. After the pastor and the DOL have indicated their approval in Section 2, the employee may then enroll for the course(s). The employee, however, must be prepared to pay all necessary tuition and fees up front.

D. Application for Reimbursement

Upon successful completion of the approved course of study with a grade of 3.0 or higher for undergraduate level and graduate level courses, or a certificate of completion for non-degree programs, the lay minister must complete Section 3 of the application, attach the necessary receipts and a grade report or certificate, and forward it the Diocese of Lansing.

A lay minister who does not complete an approved course because of the need to take an authorized leave of absence or because of an emergency will need to work with the college or university for a refund.

A lay minister whose employment or volunteer position is terminated through no fault or delinquency of the employee while taking an approved course will be eligible for reimbursement upon successful completion of the current course.

E. Amount of Reimbursement

For approved courses, the reimbursement shall be shared between the parish (min. 25%), the diocese (max. 25%), and the lay minister (remainder). The diocese will pay up to 25% of the lay minister's cost of tuition, or a maximum of \$1500, whatever is less, per student per year. Cost of fees, books, travel, and other equipment is **not** subject to the reimbursement. The lifetime cap for lay minister reimbursement from the diocese is \$3,500.

F. Administration

The Diocese has the sole right to interpret and administer this program and may amend or discontinue the program at any time. If the program is changed or discontinued, reimbursements for courses already approved and currently pursued will not be reduced.

The authority to approve Sections 2 and 3 of the application rests with the Diocesan Director of Catechesis or Chief of Staff.



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Tuition Reimbursement Application

Employee - Complete Sections 1 and 3

Pastor/Diocesan Representative - Complete Sections 2 and 3

1. PREREGISTRATION	After reading the conditions, complete this section for your pastor's approval and diocesan approval before registering for coursework or paying any direct costs.		
Lay Minister Name		Phone #	
Name of Parish/School		Ministry Field of Study	
Parish/School Address		Lay Minister Email Address	
REQUESTED COURSES/PROGRAMS: Course Title(s)	Semester Fall(F) Spring (SP) Summer (SU)	Start Date	Estimated Completion Date
University or Program Name:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Certificate	Estimated Tuition:	Are courses being taken for college credit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Signature		Date of Application	
2a. PASTOR APPROVAL		Date	
2b. SUBMIT TO DIOCESE OF LANSING FOR APPROVAL		Date	

3. REIMBURSEMENT REQUEST AND APPROVAL	
a. Keep original receipts, certificates, and transcripts. b. Attach copy of certificate, grade report, registrar's report, or equivalent to indicate successful completion of course(s) c. Attach all receipts for reimbursable expenditures for approved course(s) d. Complete the following information and forward for parish and diocesan approval:	
\$ _____ X _____ % = \$ _____ Parish Share	_____ Pastor's Signature
\$ _____ X 25% = \$ _____ Diocese Share	_____ Diocesan Representative Signature