

# CAPSR Scholarship Funding Guidelines

One of the central ways in which CAPSR Council provides support to PSR students is through the distribution of scholarship funds. CAPSR Council has an amount budgeted each semester to distribute to students in the form of scholarships. CAPSR Council provides funding to students with the expectation that two important things will take place. First, we want to enable students to attend conferences or other events, which might otherwise be financially out of reach. Second, we expect students who are given funds will provide enrichment, information, knowledge and new perspectives to the PSR community at large.

The guidelines that CAPSR Council uses in order to consider a student request for funding as well as information on how to make a request for scholarship funds are outlined below. Please read this form carefully and follow the instructions.

- All requests for funding must be submitted in the format outlined by this form. Requests should be placed in the CAPSR Council mailbox at the reception desk. Please submit eight (8) copies of your request.
- Requester may be asked to attend a CAPSR Council meeting to present their request more fully and answer any questions the Council may have.
- The maximum available scholarship is \$300 per request. The actual amount given will be decided by CAPSR Council based on need and fund availability.
- Funded events must have demonstrable relevance for the PSR community and relate to the specific ministry goals and objectives for the student. Events exclusively for personal enrichment will not be funded.
- Funding will not be granted for events for which the requester expects to receive academic credit. CAPSR scholarship funds are intended to support student involvement in extra activities. However, CAPSR Council will consider funding events for which students will receive a grade if extenuating circumstances exist, i.e. extreme financial hardship, etc.
- Retroactive funding requests and requests made after submission deadlines will be considered at the end of each budget period. Events submitted on time and for future events will be given first priority.
- CAPSR Council will not grant more than one scholarship per student per academic year.
- Seminarians generally have access to support funds from their denominations and churches for area or national denominational meetings. CAPSR Council may consider funding requests for students to attend denominational meetings if the student has exhausted other avenues for funding and can demonstrate sufficient need.
- **CAPSR Council is committed to addressing each request thoughtfully, balancing the needs of the applicant and the community, the worthiness of the application, and the availability of funds. CAPSR Council's decisions are final.**

## **CAPSR Scholarship Funding Guidelines (cont'd)**

All requests for scholarship funds must be typed written and contain the following information:

1. Your full name, address, telephone number, and PSR box number (please indicate where you would like the check sent should your request be granted.)
2. A brief description (1-2 paragraphs) of the event you will be attending and why the event is meaningful for your ministry and to the PSR community at large.
3. A paragraph describing how you will engage the PSR community when you return from the event for which you are funded. What will you contribute to the PSR community as a result of attending this event? For example, other students have written articles for LOGOS, given slide presentations, or planned a chapel service. Please be specific and realistic.
4. Please state specifically the dollar amount you are requesting from CAPSR Council and outline what your total expenses will be for this event. You must list what other resources you have available that will assist you in attending this event. This should be in addition to any funds you hope to receive from CAPSR.
5. Be sure to submit eight (8) copies of your request. Please place your completed request in the CAPSR Council mailbox at the reception desk.

Should you have any questions about this process please contact your CAPSR Council representative at [caprs@psr.edu](mailto:caprs@psr.edu), or Donnel Miller-Mutia in the Community Life Office (510) 849-8257.

Requests will be considered throughout the fall and spring semesters only. Submission deadlines are as follows:

Fall Semester—12:00 noon, the first Friday of December

Intercession—12:00 noon, the last Friday of February

Spring Semester—12:00 noon, the first Friday in May.