



### Application for Church Matching Scholarship Program

Please fill out this form and return it to the Howard Payne University Office of Student Financial Aid at 1000 Fisk Street, Brownwood, TX 76801-2715 or by email at [financial-aid@hputx.edu](mailto:financial-aid@hputx.edu).

#### CHURCH INFORMATION

Church Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State ZIP+4 \_\_\_\_\_ Phone Number \_\_\_\_\_

Church Email Address \_\_\_\_\_ Church Website Address \_\_\_\_\_

#### STUDENT INFORMATION

We, the undersigned, acting by the authority of the above-named church, acknowledge we have read the Howard Payne University Church Matching Scholarship Program policy and guidelines on the HPU website and recommend Howard Payne University award a Church Matching Scholarship to the following student who is an active member of our church (if local) or who was an active member of our church before relocating for the purpose of studying at Howard Payne University (if non-local).

Student's Full Legal Name \_\_\_\_\_

HPU Student ID# or SS# \_\_\_\_\_ Total Amount Contributed by Church \_\_\_\_\_ Term for Gift Application \_\_\_\_\_

Payment Method \_\_\_\_\_ Check or Reference Number \_\_\_\_\_ Term for Match Application \_\_\_\_\_

We further certify that our scholarship meets each of the following Internal Revenue Service criteria for tax-deductible contributions:

1. the gift is **not** for services rendered or in lieu of employee benefits or salary;
2. the gift is **not** provided by family members of the student; and,
3. the gift is **not** designated to a specific student or student(s) by the original donor(s).

The HPU Church Matching Scholarship Program is tuition-specific, available for the academic year (beginning with the summer term and extending through the spring term 6/1/xxxx – 5/31/xxxx), with a maximum of \$3,500 per academic year from designated Christian church gifts. Funds received in the fall term will be matched in the spring term unless indicated above.

Signature and Title or Position \_\_\_\_\_ Date \_\_\_\_\_

Signature and Title or Position \_\_\_\_\_ Date \_\_\_\_\_

Signatures of two (2) church officials **who are not related to the recipient** are required. Appropriate signatures include Pastor, Deacon, Chairman, Scholarship Committee Chairman, Finance Committee Chairman, or Church Business Administrator.



## Church Matching Scholarship Program Policy and Guidelines

Howard Payne University (HPU) will match designated Christian church gifts for HPU students up to, but not exceeding, \$3,500 per academic year per student. The following is a list of scholarship provisions and requirements for the HPU church matching scholarship program which must be completely reviewed and followed by the participating church and the student:

1. The scholarship program applies for both graduate and undergraduate students, full-time or part-time.
2. The scholarship program only matches funds from Christian churches that hold Jesus Christ to be Lord and Savior. Gifts from denominations (e.g. Baptist General Convention of Texas, United Methodist Conference, etc.) or para-church organizations (e.g. Campus Crusade for Christ, BSM, Focus on the Family, etc.) are not included in this matching gift program. This is a matching scholarship program for individual churches only. **The recommended student must be an active member or student member in the church providing the scholarship.**
3. A student can only receive church matching scholarship funds from one church per academic year.
4. Scholarships under this policy are limited to a \$3,500 HPU match per academic year per student. The academic year begins with the summer term, extends through the fall term, and ends with the spring term. The HPU matching scholarship can only be used to cover current tuition costs charged to the student account within the current academic year and not for past bills. Any unused matching gift portion of the scholarship may be moved forward to another semester within the same academic year, but cannot be transferred to another future academic year. If unused matching funds still exist after the spring semester, they will be forfeited. There will be no exception to this policy.
5. Scholarship funds given to HPU should be managed by the church and cannot originate with the student, the student's family, or with friends who give to benefit a specific student, creating a "pass-through gift" situation. HPU's Church Matching Scholarship Program is consistent with federal Internal Revenue Service regulations that restrict donors from financially supporting individuals through scholarships for the purpose of obtaining a tax benefit. The church should explain these limitations to individuals who contribute to the scholarship fund. Contributions to the scholarship fund for which a tax benefit will be sought should not be motivated by a desire to assist a specific student, but rather a general desire to assist students from the church who are pursuing their education at HPU. Any questions regarding this issue should be independently directed to a competent attorney, CPA, or tax consultant.
6. Before a scholarship gift is made to HPU, the church must determine that this scholarship program is within its benevolent and charitable purposes. Funds cannot be designated by the donor for a specific student and then expect those funds to be matched by HPU. Once the church has determined that it desires to set up a scholarship fund, the treasurer, pastor, or another church designee may recommend a specific student (or students) to receive the scholarship, although the final discretion regarding which student from the church will be awarded resides with HPU.
7. A check for each HPU Church Matching Scholarship Program disbursement should be made payable to Howard Payne University and sent to the Office of Student Financial Aid. Notation should be made on each check identifying the student who is recommended to receive the scholarship by name and student ID or SSN as well as the semester(s) for which the scholarship is to be applied. A church check is preferred. If the payment is made in the form of a money order, wire transfer via Flywire, or a cashier's check, it must be accompanied by the Church Matching Scholarship Program application. Cash and credit card payments cannot be accepted, and all funds must be paid in U.S. dollars.
8. The Office of Student Financial Aid at Howard Payne University reserves the right to request additional documentation from the churches participating in HPU's Church Matching Scholarship Program to verify eligibility. HPU will have the final say relating to questions of eligibility for a specific student or church.