Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge

Gettysburg, PA 17325 Tel. (717) 334-6286 Eay (717) 334-3460

Fax (717) 334-3469 1-800-M-Luther

Graduate Fellowship Application

Name:					
	Last	First		Middle	
Address					
				ZIP	
Home Pl	hone ()	Work	Phone ()	-
E-mail a	ddress:		Fax # if	applicable ()	
		olleges and Gradu Dates of Attend From: To:		ttended with dates a ree Y Received/ Expected	nd degrees) Year Degree
				mepart-time basis in the : Institution	MM/YY
Yearly C	Cost of Attendance	»:			
	Tuition/Fees:		Books/Su	pplies:	
	Living Expenses		Other (ex	plain)	
	Other (explain)		Total Cos	t of Attendance	

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	Assistantship	Scholarships:
	Grants:	Other (explain)
	Other (explain)	Other (explain)
Signatu	re:	Date:

Applications are due by **March 1** of each year for the period of July 1 of that year to June 30 of the following year. All Applications must also include a **Transcript** of Graduate work done to date to indicate satisfactory academic performance. If this is the first year of intended Graduate work, a letter of acceptance from the intended school is required. If the applicant is unsure of where they will be attending, the acceptance letter must accompany the request for disbursement.

A **brief statement** (250 words) by the applicant is required to indicate progress towards the degree and what their eventual career goals are. All applications must be sent by March 1 to:

Graduate Fellowship Committee Dean of the Seminary Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge Gettysburg, PA 17325

The Graduate Fellowship Committee reviews the applications and recommendations are made to the Faculty and then to the Board of Directors, which meets in April or May. Following a decision by the Board of Directors, Award letters (or rejections letters) are sent to all applicants.

All awards are split in half for each semester. A disbursement request form must be sent to request funds for each semester. The deadline for submitting these forms is **October 15 for Fall Semester** and **February 15 for Spring Semester**. Evidence of attendance must be attached to this disbursement form to prove attendance. Such evidence may consist of a processed registration form or statement from the registrar or bursar that the student is enrolled for that period. Any funds not requested by this disbursement form expire and student would need to reapply by March 1 for consideration the following year. Disbursement request forms may be sent 6 weeks prior to enrollment for that semester. Generally, properly completed disbursement request forms will be processed by the Lutheran Theological Seminary at Gettysburg in two weeks. Disbursement request forms should be sent to:

Vice President for Finance and Administration Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge; Gettysburg, PA 17325

Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge Gettysburg, PA 17325

To all Scholarship recipients:

As your time for graduate school registration approaches each semester, complete a copy of the enclosed Graduate Scholarship Disbursement Request Form sending the completed form to:

Mr. Daniel M. Bringman Vice President for Finance and Administration Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge Gettysburg, PA 17325

Receipt of this form with **attached evidence** of attendance from your graduate school (such as a processed registration form or statement from the registrar or bursar that the student is enrolled for that period) will serve to initiate disbursement procedures related to your scholarship and to ensure that the donor restrictions placed on your scholarship are fulfilled.

If you are beginning graduate work in the fall, a copy of your letter of acceptance into a graduate program is required. The deadline for submitting these forms is **October 15 for Fall Semester** and **February 15 for Spring Semester**. Any funds not requested by this disbursement form expire and a student would need to re-apply by March 1 for consideration the following year. Disbursement request forms may be sent 6 weeks prior to enrollment for that semester. Generally properly completed disbursement request forms will be processed by the Lutheran Theological Seminary at Gettysburg in two weeks.

Please keep in mind the possibility of taxability of scholarships and fellowships. Please refer to IRS Publication 520 on Scholarships and Fellowships. Only amounts for tuition, fees, books, supplies and equipment are not taxable. Amounts for other expenses, such as room, and travel are taxable. We are under the assumption that amounts sent to you are tax-free. If they are not, it is your responsibility to report them as income. If you have questions, please consult your tax advisor.

The *Eliza Catherine Smith Fellowship* offers a minimum of \$5,000 per year to graduates for further theological study. Preference is given to members of the graduating class, based on promise, not need, with exceptional talent, scholarship or promise. There is generally a limit of two years. A total of over \$20,000 is usually available annually for this Fellowship.

The *Ralph E. and Helen L. Heusner Fellowship* is awarded to a graduate who holds exceptional promise for overall service in the pulpit and pastorate. There are no formal renewal limits. There is a total of about \$4,000 per year generally available for this Fellowship.

The *Raymond T. Stamm Fellowship* is available to a graduate or graduates recommended by the faculty for doctoral study in Old or New Testament at a university in the United States. There is a limit of three consecutive years. A total of about \$8,000 per year is typically available for this Fellowship.

Lutheran Theological Seminary at Gettysburg Graduate Scholarship Disbursement Request Form

Please complete this Graduate Scholarship Disbursement Request Form each semester at the time of registration in your graduate program and send the completed form to:

Mr. Daniel M. Bringman Vice President for Finance and Administration Lutheran Theological Seminary at Gettysburg 61 Seminary Ridge Gettysburg, PA 17325

After receiving the completed form with proof of enrollment from you at the beginning or prior to the beginning of each semester, the Seminary will issue a check in the amount of one-half of your full award.

Your Full Name				
Your Address				
Phone Numbers	Home	Work _		Fax
E-mail address				
Graduate School you	are attending:			
Name				
Address				
Your program of stud	dy			
Name of Scholarship	Fund	Seminary code	Reques Fall Amount	ted Spring Amount
Eliza Catherine Smit	h Fellowship	3310280		
Ralph E and Helen L. He	usner Fellowship	3490205		
Raymond Thomas St	amm Fellowsh	ip 3490200		
Your Signature		I	Date	
Approval by Semina	ry	I	Date	