

**Senior Pastor**

Rev. Steven S. Billings
sbillings@trinitymenasha.com

Associate Pastor/Principal

Rev. Keith E. GeRue
kgerue@trinitymenasha.com

Administrative Assistant

Nate Dahms
ndahms@trinitymenasha.com

TRINITY LUTHERAN CHURCH & SCHOOL

Lutheran Church-Missouri Synod

300 Broad Street
Menasha, WI 54952

Church: (920) 722-2662
School: (920) 725-1715

Monday, June 12, 2023

Important Tuition Assistance Notification **TUITION ASSISTANCE POLICY**

PURPOSE

The purpose of the Tuition Assistance Fund is to make it possible for Trinity Lutheran Church members, for students from other Lutheran churches, and for those in our community to attend Trinity's day school ministry.

ADMINISTRATION

1. A team of 3 will serve as the Tuition Assistance Committee. These are to include the Director of the Board of Christian Education, the Principal, and School Administrative Assistant.
2. All moneys contributed to this fund will be kept separate from all church and school general operating accounts.
3. The purpose of the committee is to review applications and determine the amount of scholarship funds to be distributed to those that apply.
4. The committee will not award scholarships without verification that moneys are available in the tuition assistance fund.
5. Additional funds may be distributed after the deadline as approved by the Principal and Board of Christian Education.
6. The committee will keep written records of requests and awards.
7. A copy of these guidelines shall be made available through the school office.

APPLICATION

1. Parents must complete a Scholarship Application. All information must be completed. Incomplete applications will not be processed.
2. Full application must be made to the Tuition Assistance Committee by the published deadline. Applications can be emailed to or dropped off in the school office.
3. Notification will be given in writing regarding the decision made regarding the request of Tuition Assistance funds.

CONFIDENTIALITY

All information regarding the request for Tuition Assistance funds and the distribution of funds will be kept confidential by the committee, the school administrative assistant, and the school treasurer.

Yours in Christ,

Rev. Keith E. GeRue