Vienna Presbyterian Church Scholarship Policy

Approved by Session January 20, 2026

Purpose

The purpose of this policy is to ensure that all children and youth have the opportunity to participate in camps, retreats, summer mission trips, conferences, and events regardless of financial circumstances. Scholarships are available to families so that finances are not a barrier to participation, in a manner that is fair, confidential, and consistent.

1. Scholarship Philosophy

VPC is committed to removing financial barriers to participation in ministry programs. Scholarships are need-based and intended to supplement, not replace, a family's financial contribution. Whenever possible, families are asked to contribute a portion of the total cost.

2. Eligibility

Scholarships are generally prioritized for participants in the life of VPC who demonstrate financial need. Applicants must complete a Scholarship Application Form and agree to the terms of this policy before funds are awarded.

3. Types of Scholarships

- Partial Scholarship: Covers a portion of the registration fee, with the remaining balance paid by the participant's family.
- Full Scholarship: Covers the entire cost of registration when a family's financial situation warrants and funds are available.

5. Application Process

- Families requesting assistance must complete a Scholarship Application Form (digital or hard copy) prior to the camp or trip registration deadline.
- The form will ask families to indicate what portion of the cost they can reasonably contribute.
- All requests will be reviewed by the Director of Children's or Youth Ministry and the Managing Director, and in consultation with the Lead Pastor and the Financial Management Team, as appropriate.
- All information provided will be kept strictly confidential.

6. Determining Scholarship Amounts

Scholarship awards are based on:
- The total cost of the event.
- The family's indicated ability to pay.

- The availability of scholarship funds.
VPC's goal is to partner with families in a way that maintains dignity and stewardship.

7. Limits and Expectations

- Scholarships are available only for church-sponsored events.
- Scholarship recipients are expected to attend and fully participate in the event.
- The church reserves the right to set a maximum scholarship amount per participant or per family.

8. Withdrawal and Refund Policy

Because funds are often nonrefundable and commitments are made on behalf of participants:

If a scholarship recipient withdraws within two weeks of the event, they will be responsible for reimbursing the scholarship funds unless the withdrawal is due to verified illness, family emergency, or other approved circumstances.

VPC reserves the right to require reimbursement or to make recipients ineligible for future scholarships if a student withdraws without a valid reason.

If a participant finds a replacement for their spot (approved by the trip leader), VPC may, in its discretion, waive the reimbursement requirement.

9. Confidentiality

All scholarship applications and awards are handled confidentially. Only those directly involved in the review and approval process will have access to financial information.

10. Review and Approval

This policy will be reviewed periodically by the Session or Financial Management Team to ensure alignment with the church's mission, budget, and stewardship goals.

Agreement

I have read and agree to the terms outlined in this scholarship policy.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Vienna Presbyterian Church
Scholarship Application Form
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It is Vienna Presbyterian Church's deep desire that every child and youth be able to participate in camps, retreats, summer mission trips, conferences, and events regardless of financial circumstances. Scholarships are available based on need and available funds. All information will be kept confidential.

Participant Information

Participant Name: _____

Grade:_____

Event Name: _____

Event Dates: _____

Total Cost of Event: $_____

Parent/Guardian Information

Parent/Guardian Name(s): _____

Phone: _____

Email: _____

Financial Assistance Request

1. Please briefly describe why you would like to attend this event or trip and your need for scholarship assistance: _____
_____
_____
_____
_____

2. What portion of the total cost do you feel that your family will be able to contribute?

$_____

3. Are there any special circumstances you would like us to consider? (e.g., multiple children/youth in your family attending this or other VPC camps, job change, medical expenses)

_____
_____
_____

4. Do you have plans to attend any non-VPC-related camps or trips this summer?

_____
_____
_____

Agreement

I understand that scholarships are need-based and dependent on available funds. I agree to honor my commitment and fully participate in the event. I understand that, once I have registered for this event, if I fail to attend, I may forfeit any future opportunity for scholarship assistance from VPC.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

Date Received: _____

Amount Awarded: $_____

Type of Scholarship: ☐ Partial ☐ Full

Approved by: _____ Date: _____