

- ◆ Please complete the form below. **Under Eligible expenses please detail any expenses net of any other form of financial assistance that will be received for the year. For Example if Tuition is \$12,000 and other forms of financial assistance total \$4,000, enter \$8,000 in the box below Tuition. (If no subsidy is needed there is no need to fill out the form and any unallocated subsidy will be distributed to WELS Missions.)**

1 STUDENT INFORMATION

Place an X here if the following information has changed since your last submission.

Student Name _____ **Grade** _____

Parent Name _____

Home Address _____

City _____ **State** _____ **Zip** _____

Work Phone _____ **Home Phone** _____

School Name _____ **Major** _____

School Address _____ **School Phone** _____

City _____ **State** _____ **Zip** _____

Degree Objective: Prep School Teacher Staff Minister Pastor

Semester: Spring Summer Fall Winter

	Spring	Summer	Fall	Winter	
Total Credits for which currently enrolled					

2 ELIGIBLE EXPENSES

Registration	Tuition	Books	Lab Fees	Graduation Fees	Total Eligible Expenses

3 SIGNATURE

We hereby request payment for covered expenses under the St. Matthew's Ev. Lutheran Church Worker Training Subsidy Program. We certify that the eligible expenses will not be paid by any other means, such as grants, scholarships, veteran's benefits, or student financial aid programs. We understand that payments may be subject to applicable federal and state taxes. We also understand that payment is made to us, not to the school, and that we are responsible for paying the school for all fees due. We further understand that we are responsible for payment of non-covered expenses. We understand that if the student is expelled from school for disciplinary reasons, we will reimburse St. Matthew's Ev. Lutheran Church for any Worker Training Subsidy received during that school year.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

FOR OFFICE USE ONLY

Amount Approved for Payment: _____

Church Council Approval _____ **Date** _____

ST. MATTHEW'S EV. LUTHERAN CHURCH

WORKER TRAINING SUBSIDY

DISTRIBUTION GUIDELINES

Worker Training Subsidy will be distributed on an annual basis among St. Matthew's students who attend one of the WELS Ministerial Education Schools, Luther Preparatory School, Martin Luther College and Wisconsin Lutheran Seminary. The Worker Training Subsidy check will be made payable both to the student and the parents requesting the subsidy. The following guidelines will be followed.

1. No student will receive more than ½ of their overall tuition costs. No student is guaranteed that ½ of their tuition costs, or any other amount, will be covered.
2. A student wishing to receive the Worker Training Subsidy from St. Matthew's must fill out a simple payment form and indicate the amount of tuition and fees they are obligated to pay, net of the total amount of financial aid anticipated from any other source. No student will receive Worker Training Subsidy equal to more than one half of the amount applied for in any given school year.
3. Any student that is expelled from school for disciplinary reasons will reimburse St. Matthew's for any Worker Training Subsidy received during that school year.
4. If the total of one half of the amount applied for in a given year is more than the amount of the funds to be distributed, then a proportionate share of the difference will be deducted from the amounts to be given to each student requesting the subsidy.
5. If the total of one half of the amount applied for in a given year is less than the amount of the funds available to be distributed, then the remaining unused Worker Training Subsidy will be paid to the synod against the WELS Mission account.
6. Payment forms must be submitted to the Pastor or Business Administrator no later than September 30th of the school year. (For the 2007-2008 school year payment forms must be submitted no later than November 30, 2007).
7. The subsidy payments will be determined and authorized at the following January church council meeting based on the Treasurer's report balance for Worker Training Subsidy as of the year end on December 31st.