



TMAI PARTNERSHIP SCHOLARSHIP 2023–2024 DESCRIPTION & GUIDELINES

I. DESCRIPTION

A. Purpose

The Master's Seminary (TMS) is awarding scholarships to TMAI training center faculty members and select faculty-in-training to better instruct national pastors for the work of local church ministry. Concisely stated, the TMAI Partnership Scholarship aims to bolster the skills of the training center faculty, which will in turn give the training centers greater national and regional impact and influence in the arena of theological education. The scholarship will therefore allow for the training of strategic national leaders who do not currently have biblically conservative options for study and will position the training centers themselves to offer TMAI-certified programs, increasing the excellence of the instruction through TMAI to the global church.

The scholarship specifically aims to enable training center faculty to achieve the advanced degrees of Master of Theology (ThM), Doctor of Philosophy (PhD), and Doctor of Ministry (DMin). The scholarship also supports training in the preliminary degrees of the Spanish Master of Biblical Ministry (MMB), the Master of Divinity (MDiv), and in some cases the Bachelor of Theology (BTh). Please note that the scholarship currently does not support the Master of Arts in Biblical Studies (MABS) or the Master of Arts in Biblical Counseling (MABC) at TMU.

It is important to emphasize that faculty educational advancement is to be pursued in the interest of the training center programs, rather than simply as a personal goal. Prospective scholarship recipients must consult their training center academic leadership to ensure they apply for the degree and emphasis that are most essential to enhancing the academic quality of the training center curriculum and fulfill the program objectives of the school leadership.

B. Strategic Rationale

There are at least two important opportunities for the global church that result from TMAI faculty receiving advanced biblical, theological, pastoral, and pedagogical training at TMS.

1. Such faculty will be equipped with greater academic skill to reinforce and preserve the biblically conservative distinctives of pastoral and theological training in their country.
2. Because TMS is an accredited, globally recognized institution, faculty holding advanced TMS degrees raise the academic quality of their institution and make the training center a competitive option to other training programs. Like-minded prospective students (local pastors, denominational leaders, and strategic ministry leaders) will not need to consider applying to institutions that are recognized for their scholarly accomplishments but are theologically compromised.

C. Duration of the Scholarship

No scholarship is guaranteed to be available beyond the academic year in which it is offered. However, it is the goal of the donor and the scholarship committee to provide funding for the duration of a student's academic program.

II. GENERAL GUIDELINES

A. Points of Contact

See "Appendix One: Scholarship Process Diagram," which identifies the points of contact and the steps involved in communicating all aspects of the scholarship.

1. Training Center Leadership

The training center leadership (herein TC Dean), not the TMAI Home Office leadership or staff, is the direct point of contact for a prospective scholarship applicant at all stages of application.

2. The TMAI Home Office Scholarship Committee

On all scholarship matters, the TMAI Home Office Leadership and Scholarship Committee interacts directly and only with the TC Dean and the TMUS Financial Aid Office. Scholarship applicants and recipients who contact the Home Office will be re-routed to their TC Dean.

3. TMS Admissions Office

Prospective scholarship applicants must first be accepted as students into the TMS programs of interest before applying for the scholarship. The email addresses of the Admissions Office is admissions@tms.edu. All application information for the TMS degree programs as well as financial aid applications can be found online at tms.edu.

4. TMUS Financial Aid Office

Only scholarship recipients may email the Financial Aid Office directly, and only as instructed to do so by the Financial Aid Representative. All financial inquiries by a prospective recipient or applicant should be directed to the TC Dean.

B. Pre-application Steps

1. Prospective Student Selection

The TC Dean will work directly with his TC Faculty and Prospective Faculty to ensure that the biblically and academically qualified men that are suited for further studies through TMS begin and complete the scholarship application and funding process. Non-member school leadership must work with the associated TMAI Regional Director in this and all pre-application steps.

2. TC Memorandum of Agreement (MOA)

The TC Dean will draft a Memorandum of Agreement (MOA) for each scholarship applicant *prior* to submitting a Letter of Recommendation as part of the scholarship application. The TC Dean will send the MOA to the TMAI Home Office for evaluation and approval before requesting signatures of all parties. Appendix Two provides a suggested template for the information that is required in the MOA. Non-member school MOAs must include the signature of the TMAI Regional Director(s).

3. Other Documentation

In addition to, but apart from the MOA, the TC Dean should address other areas of a practical nature with the student, which might or might not be included in a formal document. Some practical areas might include the following:

- i. Financial responsibilities for housing and transition to studies
- ii. Conditions of church involvement
- iii. Practical processes for accountability—spiritually, family, logistics, etc.

C. Application Process

TMUS will attempt to communicate award decisions within six weeks of the deadline.

1. First-time Application

The scholarship application follows the admissions process for the TMS academic program of interest. Only fully matriculated TMS students with a valid TMS student ID number and TMS email address may apply for the scholarship.

The deadline for completing the first-time application is *March 1* for the Fall semester and *November 1* for the Spring semester.

The TMAI Partnership Scholarship is linked on the TMS website at: <https://tms.edu/admissions/financial-information/financial-aid/>. Please note that supplemental financial forms may be required to be completed, as specified in the instructions on the webpage.

2. Annual Renewal (Re-application)

Students desiring to continue on the scholarship are required to reapply annually, *before the new academic year*, which begins in the Fall. A student who began his studies in the Spring will therefore need to reapply for renewal before the next Fall semester. The annual renewal application must be submitted by *May 31*.

To reapply, use the TMAI Partnership Scholarship application form (at <https://tms.edu/admissions/financial-information/financial-aid/>), and select “Annual Renewal Application” from the dropdown menu in the application.

Please note that the Scholarship Committee does not guarantee funding for renewal applicants.

3. Required Documentation

a. First-time Documentation

i. Scholarship Application from the Student

No award will be considered until the student has successfully completed the online application, as specified above.

ii. Documentation from the TC Dean

(a) TC Dean Letter of Recommendation

It is the TC Dean’s responsibility to send a Letter of Recommendation to *both* the TMAI Home Office Scholarship Committee and to the TMUS Financial Aid Office, which specifies the following information:

(i) The student’s starting term and year

(ii) Relationship of the student to the TC

(iii) Current and/or future role at the TC, including specific department and courses (if already identified)

- (iv) Funding recommendation in US dollars (See section “Program-Specific Funding Details”)

Please note that non-member school leadership must request that the associated TMAI Regional Director send a separate Letter of Recommendation, based on discussions with the school leadership.

(b) MOA

The TC Dean will email an unsigned copy of the MOA (as delineated above) to the TMAI Home Office Scholarship Committee *prior* to submitting the Letter of Recommendation.

The TMAI Home Office will relay any suggestions for further clarification or modification to the TC Dean, if deemed necessary, before initiating signing.

b. Annual Renewal Documentation

i. TC Dean Statement of Continuance

Renewal applicants must request that the TC Dean send an email to *both* the TMAI Home Office Scholarship Committee and the TMUS Financial Office, which specifies the following:

- (a) The applicant continues to demonstrate the biblical qualifications necessary for continued study at TMS.
- (b) The TC Leadership affirms that the student continues to meet the terms of the MOA.

Please note that non-member school leadership must request that the associated TMAI Regional Director send a separate Statement of Continuance, based on discussions with the school leadership.

D. Probation and Suspension of Aid

The TMUS Financial Aid Office will uphold the policies for probation and suspension of the scholarship as specified in the Academic Catalogs of the institution.

The student will be required to fill out a Satisfactory Academic Progress Policy (SAPP) in the financial aid application, which lists GPA and completion requirements.

For the statement on probation in the TMS Academic Catalog, see p. 53 (at <https://tms.edu/academics/academic-catalog/>).

E. Information Sharing Guidelines

Due to the Family Educational Rights and Privacy Act (FERPA), only the student will have full access to information about his grades and finances. TMUS is not legally allowed to share with anyone but the student any grade or financial information, including account balances, and actual scholarship awards.

F. General Funding Information

Some of the pertinent funding information for all scholarship recipients can be found here. Program-specific information follows in the manual.

1. Funding Amounts

Per California educational guidelines, funding that is delivered to the awardee through his TMS student account cannot exceed specific annual maximums. Cost-of-living needs for the family of a student in a LA-based residential program might surpass the maximum deliverable amount. For additional scholarship needs, the student must make the request to the TC Dean, who will contact the TMAI Home Office if necessary. Please note that students who have excess funds on their account that exceeded tuition and fees can request those funds to use for school expenses (e.g., travel, food, housing, transportation related to studies, and schooling resources, such as books and materials) *after the add/drop period ends two weeks after the start of the current semester.*

2. Employment

Certain employment restrictions are in place for international students on the F-1 Visa. Students must contact the TMS International Student representatives for all policy information. It is not the responsibility of the TMAI Home Office to secure job placement, though it is TMAI's desire to facilitate where possible.

3. Funding Taxation

Certain taxation rules apply for students receiving scholarship moneys in excess of tuition and fees. If the student receives an award beyond tuition and fees, he may be required to pay a 14% tax on the excess award amount. US citizens will be automatically taxed by the IRS, but international students may have a tax liability that they will owe along with their income taxes.

Some countries have an agreement with the US that allows the TMS Student Accounts Office to waive the tax fee. This means that some students that receive scholarships that exceed tuition might not have the taxes charged to them. The TMUS Financial Aid Office will send each student a form to complete. The form must be completed every three years of study.

Students, including internationals, are encouraged to contact a professional accountant for tax guidance, such as Stewardship Services Foundation (<http://ssfoundation.net/pastors/>).

4. Funding Students Affiliated with GMI (Missionaries, Partners, etc.)

Scholarship recipients affiliated with GMI will be eligible for a maximum award of tuition and fees. For all other funding needs please initiate discussion with the TC Dean and relay the requests to GMI.

5. Funding Access

If, after paying tuition and fees, there are excess funds on a TMS student account, the student may request a cash disbursement, to cover cost-of-living needs related to hist studies (e.g., travel, food, housing, transportation, and schooling resources, such as books and materials). TMUS will mail a check to a US address. In the case that an international student cannot receive a check by mail, or cash a check received, then the TC Dean is encouraged to find an alternate solution.

III. PROGRAM-SPECIFIC FUNDING DETAILS

Only some program-specific funding details pertaining to the scholarship are listed here for the TMS programs that qualify for scholarship assistance. The below funding figures represent maximum annual allotments for the 2023–2024 academic year. All program funding details are subject to change by TMUS and by the State of California Department of Education.

The first number listed represents the maximum TMAI Partnership Scholarship award possible for the program; the second number represents the total amount of financial gifts that TMS is legally allowed to put into a student account. Where the student account maximum exceeds the scholarship maximum for a program, the student is allowed to receive additional donor funds up to the maximum apart from the TMAI Partnership Scholarship.

- DMin = \$ 23,194 (scholarship max); \$25,806 (student account max)
- MABC = no TMAI Partnership Scholarship award available; \$30,926 (account max)
- MABS = no TMAI Partnership Scholarship award available; \$23,139 (account max)
- MDiv = \$33,696 (scholarship max and account max)
- MMB = Tuition & Fees only (scholarship max); \$25,806 (account max)
- PhD = \$26,694 (scholarship and account max)
- ThM = \$19,146 (scholarship max); \$27,142 (account max)

Please note the following:

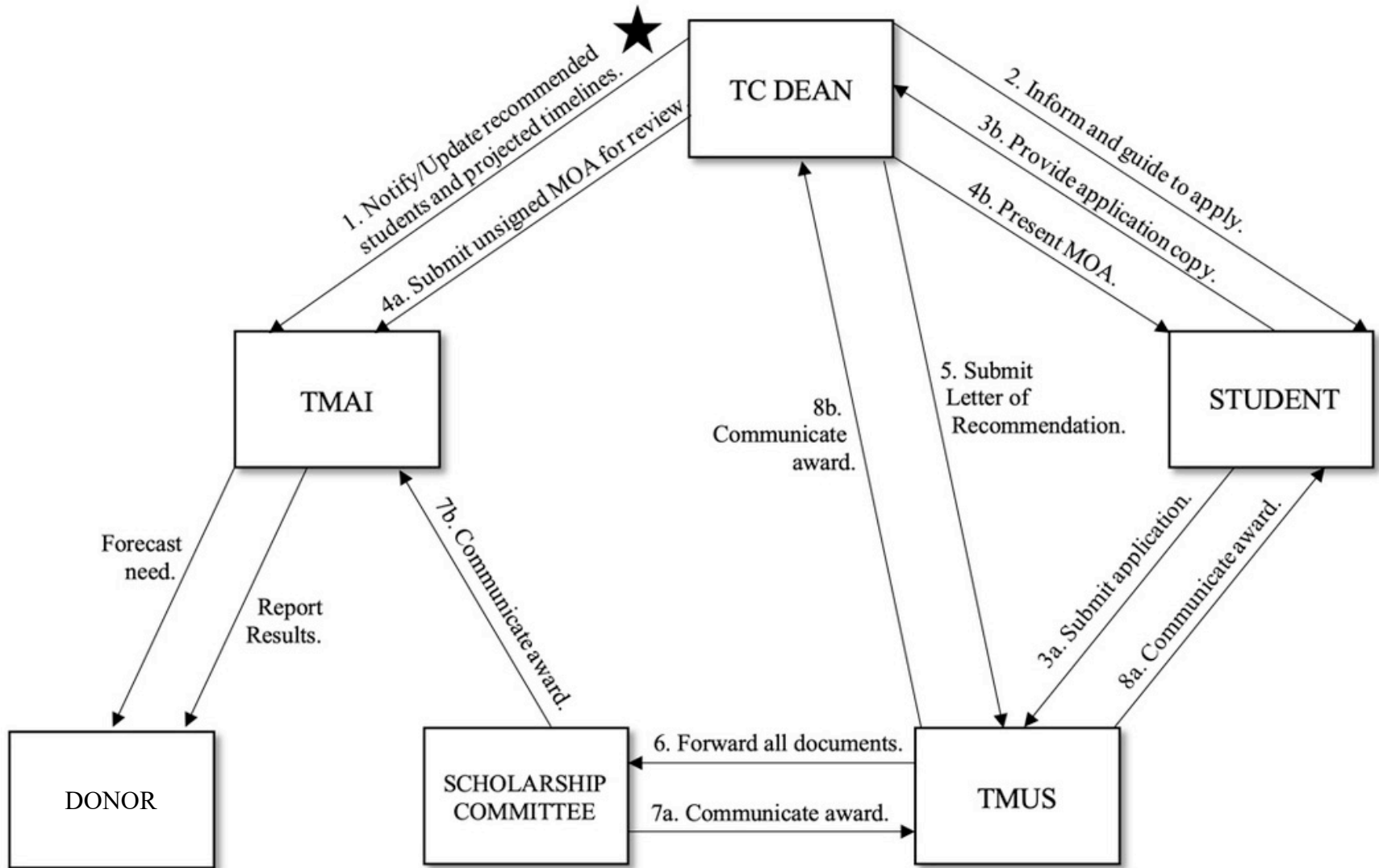
- The award maximum depends on the program, principally determined by the program's tuition and fees.

- The below award totals *are not guarantees of funding from the TMAI Partnership Scholarship or any other scholarship, nor are the below numbers indications of the total amount a recipient will be awarded.*
- TC Deans especially should be aware of the below maximums as they determine the realistic budget for the student.
- TC Deans *must provide the total recommended award in the Letter of Recommendation.*

It is not possible for the TMAI Partnership Scholarship to provide for all the financial needs of a student. Securing additional funding for the cost-of-living needs related to residence in Los Angeles is the student's responsibility. Such cost-of-living categories include books and materials, transportation, health insurance, family expenses, and miscellaneous expenses, including first-year setup needs.

Please note that students studying outside of the Los Angeles campus, whether online, via two-way-live classes, in a modular-format program, in the Mentor Model, or at a TMS Distance Location, do not qualify to receive cost-of-living help through the TMAI Partnership Scholarship. The student is encouraged to consult "Appendix Two: Memorandum of Agreement (MOA) Template" and discuss funding opportunities with the TC Dean, if such opportunities exist.

APPENDIX ONE: SCHOLARSHIP PROCESS DIAGRAM



APPENDIX TWO

MEMORANDUM OF AGREEMENT (MOA) TEMPLATE

The following template presents the information that the TC Dean and the scholarship applicant will agree upon prior to applying for the TMAI Partnership Scholarship. The TC Dean will send the MOA to the TMAI Home Office for review prior to submitting the applicant's Letter of Recommendation. Note that the first page is a sample introduction that might be useful in the documentation. The second page and beyond represent the information required in the MOA, though the TC Dean has the freedom in how to present the information.

[THE FOLLOWING IS A SAMPLE INTRODUCTION PAGE]

MEMORANDUM OF AGREEMENT BETWEEN {STUDENT} AND {TRAINING CENTER (TC)}

Training Center Objectives

It is the belief of {TRAINING CENTER (TC)} that our training ministry should be entrusted to faithful men who are able to lead and train others (2 Tim 2:2). It is further believed that even though the founding missionary staff can impart much to faithful local men, these godly ministers, who were born and raised in the culture, can evangelize, disciple, and train their countrymen on a deeper level. Therefore, it is our desire to glorify God by building up gospel centered churches, by striving to train men who will equip God's people to do the work of the ministry (Eph 4:11-12).

To that end, {TC} is working to raise up competent national staff who consistently demonstrate biblical character, biblical knowledge, and biblical ministry practices. For that to happen, we must invest in men who:

- are trained and mentored by {TC},
- are trained and held accountable by healthy local churches, and
- have received all the needed resources and education necessary to teach, lead, and administrate {TC} into the future.

Because we believe this is done best in concert with local churches, {TC} is partnering with {CHURCH}. Together, we are sending {STUDENT} to further prepare him for ministry with {TC} and {CHURCH}.

It is understood by all that {STUDENT} is going to the U.S. for the expressed purpose of obtaining the {DEGREE PROGRAM}, so that he can serve on the staff of {TC} and {CHURCH}. During this season, {STUDENT} will not pursue extending his time in the States, U.S. citizenship, a U.S. pastorate, or assignment in any other country.

[THE FOLLOWING SECTIONS INCLUDE THE REQUIRED INFORMATION.]

Agreement

The following stipulations as to expenses, ministry plans, and the accountability structure constitute the binding requirements for {STUDENT} and {TC} during the course of study in the {DEGREE PROGRAM} at {TMU or TMS, as applicable}.

Expenses

Tuition and Fees

- The TMAI Partnership Scholarship will cover the cost of tuition and fees for each semester of study, for as long as the student remains in good standing, per TMUS Financial Aid guidelines, and as long as the funding continues to be available.

Student Responsibilities

Cost of Living

- {DEAN} has discussed and calculated the funding needed beyond tuition and fees with {STUDENT}, TMAI Home Office, and associated parties, and has determined that {STUDENT} will need a total annual amount of \$_[TC DEAN TO COMPLETE]_USD.
- . {STUDENT} will be provided \$_[TC DEAN TO COMPLETE (FIGURE MAY BE LOWER THAN ACTUAL NEED)]_ from which he will be responsible to cover the cost of his tuition and fees, as well as all funds related to his studies, including travel, food, housing, transportation and other schooling resources, such as books and materials.
- {STUDENT} will seek part-time employment if residential at TMS, according to the General Funding Information provided in the TMAI Partnership Scholarship Policy Manual.
- {STUDENT} may seek out other support and scholarship options to help offset the cost-of-living needs during his course of study. Support letters and budget amounts should be reviewed by {TC} before they are sent out. (If applicable)

Excess Funds

- Scholarship funds are for academic-related use, as specified above. In the case that the student has used a prior semester's excess funds for personal expenses outside of the intentions of the scholarship, {STUDENT} might be required to personally repay those moneys.
- If {STUDENT} has excess funding at the end of a given semester he should request a refund check from the TMUS Student Accounts Office. Excess funds should be used to pay down the next semester's tuition bill.
- If {STUDENT} has excess funding at the end of his academic program he is encouraged to consult {TC DEAN} as to the best use of the funds.

- It is up to {STUDENT} to understand the withdrawal policies for excess funds as stipulated by the TMUS Financial Aid and Student Accounts Offices.
- If {STUDENT} has excess funds on his student account, he is required to pay a 14% tax on the award amount that exceeds tuition and fees. US citizens will be automatically taxed by the IRS, but international students will have a tax liability that they will owe along with their income taxes. {STUDENT} is suggested to seek out counsel from a professional accountant for tax advice.

Repayment Clause

- If {STUDENT} decides to withdraw from The Master's Seminary, if he pursues a different ministry, if he fails to remain biblically qualified per 1 Timothy 3:1–10 and Titus 1:6–9, if he breaks this agreement without written permission from the TC Dean, or if he does not begin undertaking his teaching commitment to the TC within a reasonable and agreed-upon timeframe, then he will be expected to repay any tuition, fees, and other funding that have been granted on his behalf from either TMUS or the TC.”

Accountability Requirements During Seminary

- {STUDENT} will maintain elder qualification. Disqualification may result in nullifying this agreement.
- {STUDENT} should complete the {DEGREE PROGRAM} at The Master's University or Seminary in _[TC DEAN TO COMPLETE OR STATE MINIMUM/DEFAULT PER CATALOG]_ years (or _[TC DEAN TO COMPLETE OR STATE MINIMUM/DEFAULT PER CATALOG]_ semesters, if applicable).
- {STUDENT} should maintain a minimum GPA of _[STATE AS PER CATALOG]_, as required by Financial Aid.
- {STUDENT} will be accountable to a leader from {TC} and {CHURCH, if applicable} at least bi-monthly through the following agreed-upon means of contact: {SPECIFY}.
- {STUDENT} will send a regular newsletter to {TC}, and to his support team, including {CHURCH, if applicable}, for prayer support, on a schedule to be determined along with the {TC DEAN}.
- {STUDENT} will seek approval from {TC DEAN} on the selection of his TMS courses *prior* to registering for the next semester. (Specify if TC DEAN will request regular grade reports, a breakdown of study hours, and any other information to evaluate academic and personal disciplines.)
- {STUDENT} will attend and serve at {LOCAL CHURCH} as a committed participant (or member). {STUDENT} will provide {TC DEAN} with the contact information for {LOCAL CHURCH}.
- {STUDENT} will intern in an agreed-upon capacity at {LOCAL CHURCH} under the direction of {PASTOR}. {STUDENT} will provide {TC DEAN} with the contact information for {PASTOR}. (If applicable)
- {STUDENT} will volunteer at the TMAI Home Office as needed, for a minimum of _[TC DEAN TO STATE]_ hours/week, as agreed by {TC DEAN} and TMAI. (If applicable)

Accountability Requirements After Seminary

- {STUDENT} will return to {COUNTRY} to join the staff at {TC}, if formally invited at that time, specifically in the role of [TC DEAN TO STATE TITLE], in the {NT, OT, TH, PM, BI} discipline, to teach the following courses (if already decided): _____.
- {STUDENT} will remain on staff at {TC} in the specified role for a minimum of [TC DEAN TO COMPLETE] years after completing the {DEGREE PROGRAM} at The Master's Seminary.
- {STUDENT} will continue on the pastoral staff of {CHURCH} (if applicable), as agreed upon by the leadership of {CHURCH}.

Witnesses

[LIST NAMES, TITLES, AND PROVIDE SIGNATURES HERE]