Reformed Theological Seminary offers a partnership program to churches contributing to the financial support of a student while attending RTS in preparation for ministry. The Church Partnership Program (CPP) allows Reformed Theological Seminary to match the financial contribution made by a church toward a student’s tuition up to one third of the total tuition amount. This program is a special endowment program designed to assist the student and encourage financial support from his/her home church. RTS considers it a real privilege to partner with a student’s home church to further his/her seminary education in preparation for ministry in the Kingdom of God.

Application Requirements

Supporting Church Responsibilities

1. Letter of support. Please use the electronic letter included with this e-file. Complete the blank spaces stating the amount of your commitment, print, obtain appropriate signature(s), and submit in hard copy as soon as possible.
2. Mail letter of support to the attention of the Admissions Office at the RTS campus where student will be/is enrolled using the example below to address the envelope. This helps us expedite the process.
3. At the beginning of each semester (August and January), mail a check payable to RTS in the same amount committed in support letter. Enter the following information in the Memo line of the check: CPP/Student’s Name. Use the example below to address the envelope.

Use the example below to address envelope:

REFORMED THEOLOGICAL SEMINARY / (Enter campus here)
ATTN: Admissions Office (CPP: Enter Student’s Name here)
1234 Main Street
City, State, Zip Code
Student Responsibilities

1. Complete Financial Aid form and submit to Admissions Office
2. Take the necessary communication steps to ensure that the supporting church responsibilities are fulfilled in a timely manner. Application for CPP will not be processed until all documentation has been received in proper order.
3. New students must submit all the documentation required above (Letter of support and Financial Aid form) as early as possible.
4. Returning students must submit the documentation required above no later than June 1 of the current academic year.
5. The student is responsible to inform the Admissions Office immediately in the event of any changes in the financial support by the supporting church.
6. The student is responsible for the account balance after reconciliation.

Special Considerations

• The Church Partnership Program financial award is offered in lieu of any other financial aid from RTS and it is available to full-time and part-time students.
• Endowment funds for the Church Partnership Program are limited and fund distribution is allocated on a first-come/first-served basis.
• Students receiving financial support from a church are advised to initiate the application process for the CPP as early as possible.
• Late applicants may not qualify for the award and/or will be assessed a 1% processing fee on the total amount of the award.
• Application to the CPP will not be processed until all documentation has been received in proper order.

How to Complete the "Letter of Support" Form

1. Enter name of church where indicated below.
2. Use the TAB key to move to the next field until form is completed.
3. Print file (3 pages) twice. Keep one set for your records.
4. Obtain appropriate signature(s).
5. Mail signed letter to the Admissions Office in the appropriate campus. Address envelope following the example indicated previously.
6. An Admissions officer will contact the student to confirm that the process has been completed and whether the partnership has been officially established.
7. Obtain check for the appropriate amount and submit check payable to RTS to the Admissions Office before the semester begins (August & January).
Date: __________________

TO: Reformed Theological Seminary /  [Enter Campus here] __________________________

ATTN: Admissions Office / CPP: [Enter Student's Name here] __________________________

This letter is confirmation that the church listed in the heading has entered in partnership with Reformed Theological Seminary to support the student named below in his/her preparation for ministry. I understand that Reformed Theological Seminary will match the church's financial support up to one third (1/3) of the total tuition for the current academic year—June 1 to May 31—according to the specific details listed below.

Student's Name: ________________________  Academic Year: ______ - ______

We commit to support the student named above in the amount of: $ ___________

______________________________  ______________________________
Signature of Church Representative  dd / mm / yyyy

______________________________
Title or Position of Church Representative

______________________________
Type Name of Church Representative

Mail Support Letter to the ATTN: Admissions Office in the appropriate campus.

<table>
<thead>
<tr>
<th>RTS Atlanta</th>
<th>RTS Charlotte</th>
<th>RTS Houston</th>
</tr>
</thead>
<tbody>
<tr>
<td>1580 Terrel Mill Rd.</td>
<td>2101 Carmel Rd.</td>
<td>8300 Katy Freeway</td>
</tr>
<tr>
<td>Marietta, GA 30067</td>
<td>Charlotte, NC 28226</td>
<td>Houston, TX 77024</td>
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<th>RTS Jackson</th>
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<th>RTS Orlando</th>
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<tr>
<td>5422 Clinton Blvd.</td>
<td>4055 Poplar Ave.</td>
<td>1231 Reformation Dr.</td>
</tr>
<tr>
<td>Jackson, MS 39209</td>
<td>Memphis, TN 38111</td>
<td>Oviedo, FL 32765</td>
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<table>
<thead>
<tr>
<th>RTS Virtual</th>
<th>RTS Washington DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2101 Carmel Rd.</td>
<td>1651 Old Meadow Rd., Suite 300</td>
</tr>
<tr>
<td>Charlotte, NC 28226</td>
<td>McLean, VA 22102</td>
</tr>
</tbody>
</table>