

Program Procedures

- During orientation, students meet with the TAP Coordinator to fill out an interest profile, learn about service opportunities and receive record sheets.
- Students are encouraged to regularly visit the TAP web page (http://www.bethanyseminary.edu/student_services/tap) for updates on service opportunities. This page also has PDF copies of this brochure and the TAP Worksheet.
- Completion of TAP Hours for others is to be determined at the time the hours are completed and noted on the TAP Worksheet.
- At the end of each month, students should submit work sheets to the TAP Coordinator.
- Students will receive a progress report from the TAP Coordinator at midterm and near the end of each semester.

TAP Coordinator

Marcia Shetler is the TAP Coordinator. Students can arrange an appointment by phone (983-1823), E-mail (shetlma@bethanyseminary.edu), or by visiting her office on the first floor of Bethany Center. Students who have additional questions are encouraged to contact Marcia at any time.

2/29/08

TUITION ASSISTANCE PROGRAM

A program designed to assist in the implementation of the Brethren Student Scholarship for Church of the Brethren students attending Bethany Theological Seminary

The introduction to our catalog reminds us that Bethany Theological Seminary is guided by a partnership vision that connects the church and theological education. This vision shapes the school and the way Bethany relates to ministry and local congregations.

The Brethren Student Scholarship allows all those who are partners in Bethany's mission — students, faculty and staff, and the wider church — to share in the educational process. Congregations and individuals contribute financial resources and students contribute hours of work through the Tuition Assistance Program (TAP).

Questions and Answers regarding TAP

Why TAP?

The Seminary began the Brethren Student Scholarship Program as a way to encourage and support students. The TAP program names and acknowledges the contribution that students make to the Seminary community. It is a way for students to express their appreciation for the tuition gift from the Seminary and the church. This program also recognizes that the Seminary can be a strong school only if students, faculty, and administration contribute to the community.

TAP is a benefit to the Seminary by supporting the day-to-day operation of the Seminary. Students assist the faculty, staff, and administration in performing their duties. In former years, paid personnel cared for most of these tasks. They include providing office assistance, communications assistance, and maintenance. The Seminary recognizes contributions to community life by allowing TAP credit for tasks performed for the improvement of the Bethany community.

Who can participate?

All Church of the Brethren students enrolled in classes held at Bethany's Richmond campus are eligible to participate.

How many hours must each student contribute?

Students contribute four TAP hours per credit hour. M.Div. students enrolled in the Ministry Formation I and II courses (F 301 A & B) and M.A. students enrolled in M.A. Thesis Seminar (I 350) and M.A. Thesis Completion (I 500) will contribute one TAP hour per semester hour of seminary credit. Spouses, congregational members and friends may contribute up to 50% of a student's TAP hours.

When should TAP hours be completed?

- 75% of TAP hours for an academic year must be completed by July 31 of that year. Failure to meet this requirement can result in denial of the scholarship for the next year.
- Hours earned beyond those required may carry over into the next year.
- All hours must be completed by the student's graduation day.

What if I drop or non-credit a class?

TAP Hours reflect the amount of Brethren Student Scholarship received by the student. If a student receives a reduction in the Brethren Student Scholarship due to non-credits or dropped courses, TAP Hours will be reduced accordingly. Students must complete TAP Hours for any classes that are covered by the Scholarship, even if they were dropped or non-credited. See the Student Handbook for more details.