

(Revised 9/22/2011)

**The Arkansas Conference of the United Methodist Church
Board of Ordained Ministry Seminary Loan Application
Instructions**

1. *Answer all questions (front & back of form) and mail to:
BOM Secretary, 800 Daisy Bates Drive, Little Rock, AR 72202.*
2. *Use the original form, on one page, front and back.*
3. *Print legibly all information.*
4. *Retain a copy for your file.*
5. *Deadlines February 1, July 15, and September 15*

Date: _____ / _____ / _____
Month Day Year

1. PERSONAL INFORMATION

Name: First _____ Middle _____ Last _____

Address: _____

City: _____ State _____ Zip Code _____

Telephone (area code) (_____) _____ - _____

E-mail Address: _____

Date of Birth: Month _____ day _____ year _____

Social Security Number: _____ - _____ - _____

Married _____ Single _____ (check one)

2. SEMINARY INFORMATION

Name of Seminary _____

Location _____

Student Status _____ (1-2-3-4 year)

Full-time student: Yes _____ No _____ (check one)

Degree Type: _____

Expected Date of Graduation _____

Hours required for a full-time student _____ Cost per hour \$ _____

Hours taken current semester _____

Loan request for term _____ (Fall, Spring, Summer)

3. CONFERENCE INFORMATION

Certified Candidate _____ (Yes or No) Date of Certification _____

District Affiliation _____

District Superintendent _____

District Registrar _____ (Appointed by District Superintendent)

Ministerial Goal _____ (Pastoral, Counseling, Teaching, Other)

4. FINANCIAL INFORMATION

Loan Formula: Cost per hour \$ _____ X (hours taken) _____ = \$ _____
Amount of loan granted (multiply x 40%) = \$ _____

(Example: \$300 (cost per-hour) x 9 (hours taken) = \$2700 x 40% = \$1080 (loan amount)

Students at University Senate approved seminaries can receive a maximum of \$5,000.00 (five thousand dollars) for the year. Students attending United Methodist seminaries can receive a maximum of \$7,000 (seven thousand dollars) per year in loans. **If a course is dropped or failed, the Registrar of Educational Funding must be notified and reimbursement or deduction will be required.**

5. REQUIREMENTS

- a. Certified copy of seminary transcript with the loan application.
- b. Letter from School Registrar confirming enrollment for first semester students.
- c. Signature and amount filled in on the Promissory Note & Pledge.
- d. Signature of District Superintendent.
- e. Signature of District Registrar.
- f. Signature of Board of Ordained Ministry Secretary

6. STUDENT’S STATEMENT: *“I promise to pay \$_____ (loan amount), with interest of 4% annum from maturity until paid in full; or by ministry, serving the United Methodist Church under appointment. Loans will be forgiven for service one year per year (two semesters) of aid. Should I drop out of seminary or discontinue my ministry, I will repay in agreed installments. I will keep the Board of Ordained Ministry informed regarding any change of my address or status as a student, as long as any part of my indebtedness remains unpaid. I do hereby certify that all information contained in this application is true and accurate.”*

(Applicant’s Signature)

7. DISTRICT REGISTRAR: *(To be completed by the District Registrar) “I do hereby certify that the applicant is a seminary student, has met the District Board requirements for ministry, has a college degree, is a certified candidate and is a member of a United Methodist Church.”*

(Signature) _____ (Date)

8. DISTRICT SUPERINTENDENT *(To be completed by the District Superintendent) “I certify that the applicant has met all District Board requirements and his/her records are on file within the district.”*

(Signature) _____ (Date)

9. CONFERENCE REGISTRAR/ SCHOLARSHIPS. *“I have checked the application for correct submission and do hereby forward it to the Conference Treasurer for disbursement of funds.”*

(Signature) _____ (Date)