



August 11, 2010

Dear Student,

We are looking forward to a wonderful year together at One Spirit Learning Alliance! I have received your request for a Tuition Assistance Application. I am happy to provide you with this information.

We realize that financial challenges can sometimes interfere with your goal to complete your course of study. If you are committed to One Spirit, we are committed to you. One Spirit offers **partial**, limited Tuition Assistance in the form of work-study exchange for both attending and distance learning students whose financial challenges would otherwise prohibit them from enrollment. Some examples of work study service include administrative/clerical work, phone receptionist, audio/visual recording team, bookstore sales and support, seminary classroom support, program set-up/break-down, promotion and outreach, local community outreach, at-home research projects, or telecommuting digital office projects. We are open to other ideas that reflect your individual strengths and areas of specialization.

One Spirit Learning Alliance awards partial, limited tuition assistance in the spirit of reciprocity and in the form of work study. Partial Tuition awards are based upon financial need, commitment to service, and the matching of specific skill sets to organizational needs. Assistance is based on tuition costs only (does not cover electives or intensive fees) and should not be requested to offset expenses associated with trips to New York to attend class.

Work-study exchange awards are awarded on a year-by-year basis and are contingent upon satisfactory course work. Inadequate academic performance or unfulfilled work-study obligations may result in the loss of tuition assistance.

Please complete the enclosed application, making sure to attach all required documentation, and return within two weeks. Incomplete applications can cause significant potential delays in the decision process and therefore may not be considered. After reviewing your materials, I will contact you so that we can have a personal conversation regarding your request.

If you have any questions after reviewing our Tuition Assistance Work Study Exchange Application, please call me at 917 359-1441 or email me at [revkaren@onespiritinterfaith.org](mailto:revkaren@onespiritinterfaith.org). I look forward to assisting you during your studies at One Spirit.

Have a blessed and joyous year!

  
Rev. Karen Osit  
Bursar

Enclosures:

Tuition Assistance Application (2 copies)  
Tuition & Tuition Assistance Policies & Procedures  
Volunteer / Work Study Exchange Profile Form





# TUITION ASSISTANCE APPLICATION

2010-2011

KEEP ONE COPY OF THIS AGREEMENT

Name: \_\_\_\_\_

Program for which assistance is sought: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ \* Please star ★ the best number to reach you.

E-mail: \_\_\_\_\_

**INSTRUCTIONS:** Please return the following to the One Spirit finance department:

1. **A detailed Letter describing your current financial situation.** The letter should address:
  - your current resources
  - why you need tuition assistance
  - the amount of assistance you are requesting
2. **Volunteer/Work Study Exchange Profile** Your profile information will aid One Spirit in assigning you work study projects appropriate to your skills, time schedule availability and status, if attending in New York or distance learning.
3. **A copy of your most recent federal tax return** (to complete your financial picture)
4. **Please sign this application and keep one copy for your records.**
5. **Please send all the above** to "Finance, One Spirit Learning Alliance," at the address below. After your application is received and reviewed you will be contacted by the Bursar to discuss and explore your application and financial needs.

**APPLICATION:**

I request financial assistance in the form of work-study to be applied to tuition for the academic year beginning September, 2010, only. I realize that I will have to reapply for assistance in subsequent years.

I have read the attached document "Tuition & Tuition Assistance Policies & Procedures, 2010-2011" and agree to the policies set forth therein. Specifically, I understand the following:

- One Spirit Learning Alliance awards limited tuition assistance in the spirit of reciprocity and in the form of work study. Awards are based upon financial need, commitment to service, and the matching of specific skill sets to organizational needs. Assistance is based on tuition costs only (does not cover electives or intensive fees) and should not be requested to offset expenses associated with trips to New York to attend class.
- Assistance is not guaranteed, and my application will not be considered until I have submitted all the required documentation listed in the above instructions.
- Continued assistance will be contingent upon good standing in all areas of my training program and successful participation in all assigned work-study. Failure to maintain satisfactory course work and service may result in a suspension of tuition assistance, suspension of academic studies, and/or withholding of ordination and graduation.
- Tuition assistance is part of my seminary education contractual obligation. If my financial situation changes and I am able to pay a larger portion of my tuition, I will inform the bursar.

I attest that this application including all attached materials are true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# TUITION & TUITION ASSISTANCE

## Policies & Procedures

2010-2011

### TUITION PAYMENT PROCEDURE

- A Tuition Payment Agreement (TPA) must be completed and signed by the student.
- The TPA must be submitted to the One Spirit office prior to class participation.
- The TPA indicates the available payment plan options.
  - A different payment plan may be requested in writing (at any time during the course of the program), explaining the need for the plan, and addressed to the Bursar c/o the One Spirit office.
  - Please do not vary from the payment plan unless it results in a reduced number of payments.
  - Payments must be received by the Bursar on or before the dates indicated on the TPA. Please plan ahead to mail payment to be sure that it arrives on time.
- Payment may be made by check, credit card, or money order. No cash will be accepted for tuition payment.
- Credit card payments will be charged automatically as per the payment plan agreed to on the TPA.
- Payments made by check or money order:
  - Use the memo line to indicate which program the payment is for (e.g. Seminary, Spiritual Counseling, etc.).
  - Students name must appear on the check.
- Send payments to: Bursar, One Spirit Learning Alliance, 330 West 38<sup>th</sup> Street, Suite 1500, New York, NY 10018.

### TUITION PAYMENT REGULATIONS

#### Defaulting/Overdue Payments

- Defaulting on the TPA may be grounds for suspension from class participation and coursework.
- Students in default of their TPA will not be eligible to begin a new year of their program. Participation in any other programs which require a TPA may also be affected, unless a payment plan is agreed upon with the Bursar.
- Outstanding balances that remain unpaid beyond August 31 of that year will be subject to a late penalty of \$25 per month.

#### Withdrawal and Deferment

Sometimes, due to unexpected life events, it becomes necessary for a student to defer or withdraw from the seminary program.

- Withdrawal: terminating a course of study with no intention to return.
- Deferment: suspending study with the intention of resuming current course of study at the beginning of the next academic year.
- Prior to the start of classes: Official acceptance into the program remains in effect for one year. Applicants accepted into the Class beginning in 2010 may begin study with the Class beginning in 2011 with no additional fees or applications required. Intention to defer admission must be sent in writing (mail, fax, or e-mail) to the Director of Admissions at One Spirit.
- After classes have started: Once a student has begun a program, all withdrawals and deferments must be made in writing (mail, fax, or e-mail) to both the seminary Director and the student's Dean. The withdrawal procedure is not complete until the Bursar has been contacted to reconcile financial arrangements. The student is responsible for payment of all classes up to the date of their written notification.

#### Withdrawal

- A withdrawing student's financial obligation will be prorated to include all classes up to the date of written notification to One Spirit of the withdrawal decision. In addition, an early withdrawal service fee of \$100 will apply.
- All withdrawing students will be asked to participate in a short exit interview with their Dean, having an opportunity to voice comments and suggestions and to give overall feedback on the decision to withdraw and on the program.

#### Deferment

- A deferring student's financial obligation will be prorated to include all classes up to the date of written notification to One Spirit of deferment request. Upon return to study at the beginning of the next academic year, a credit of 50% of the student's initial payments will apply to the new year of study.
- Deferment status will change to withdrawal status after the grace period expires, once the next academic year has begun. The tuition credit from the previous year is forfeited and the student must reapply to the program.

### TUITION ASSISTANCE

- One Spirit has limited work study/exchange positions available for both attending and distance learning students whose financial challenges prohibit them from enrollment.
- Tuition assistance is offered in the spirit of reciprocity and community building.
- Assistance is for tuition only and therefore does not cover other expenses of attending seminary; i.e. books, electives, retreat fees, and graduation fees.
- Tuition Assistance requests are considered only after the admissions process is complete and acceptance to the program has been granted.
- All assistance is contingent upon satisfactory course work and participation. Failure to maintain satisfactory course work may result in a suspension of aid.
- An application for tuition assistance must be completed at the beginning of each year that tuition assistance is necessary.
- We cannot guarantee that every application will result in an award.
- All assistance is awarded on a first-come-first-served, case-by-case basis, and will not be automatically carried over into the next year of study.
- Tuition assistance is part of the seminary education contractual obligation. If a student's financial situation changes, allowing payment of a larger portion of tuition, student must inform the bursar.
- Failure to fulfill work-study obligation may result in suspension of tuition assistance, suspension of studies, and/or withholding of ordination and graduation.

### CONTACT & COUNSELING INFO

The Bursar is available to assist with financial planning as it relates to tuition payment.

Bursar, One Spirit Learning Alliance  
330 West 38<sup>th</sup> Street, Suite 1500  
New York, NY 10018  
Phone: 212.931.6841 x25, Fax 212.931.6841  
Email: revkaren@onespiritinterfaith.org



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## 2010-2011

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# WORK-STUDY PROFILE

Name: .....

Address: .....

Phone Numbers: .....

Email: .....

Program:.....

One Spirit Learning Alliance could not keep going without the contributions of time and energy provided by the members of our community. We strive to create an inspired, engaging professional environment that holds a light-hearted love of the work and a living laboratory to practice the principles we value. As we offer our hands, minds and hearts, we come to know the ultimate value of our service: growth toward each other and toward Spirit.

We look forward to welcoming you to our team. Please answer the questions below so that we may get to know you better and determine the most synergetic match available.

**AVAILABILITY – Please use this section if you can come into the office only.**

Please indicate the hours you are generally available to contribute during the week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Distance Learners and Attending - Special notes about your availability:

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**SERVICE INTERESTS**

Please select all of the areas that you have experience in. Remember, we are all given individual gifts and talents. If you do not see something on the list, or even if you do, think about your life and the things that you do. Upon talking with many students we have found that many had skills they used every day that they had not considered for service that were of great benefit to One Spirit. Please include everything because the one thing you may not think to include just may be the "Jewel in the Lotus."

Please use the **Other/Details** section at the end of this list to add items or to give more details of your experience/skills for items you have selected.

- Artistic / Graphic Skills
- Audio and/or Video Work
- Bookstore Sales – (must live in NYC; staff One Spirit on site retail store during classes and events, fill orders for Internet orders, etc)
- Carpentry/Interior Design or Repair/ Interior Painting (One Spirit)
- Commencement Ceremony Support - 1st year students only
- Event Support (any non-program, elective, intensive or commencement related activities; provide logistical support to faculty or presenters for events such as running microphones, etc.)
- Facilities Assistance/Room Setup and Maintenance
- Fundraising/Development Experience
- Flower Gardening (supply One Spirit with fresh flowers for your seminary class)
- Grant Writing
- Independent Fund Raising – (i.e. Massage, Reiki, Acupuncture, Fabric Design, Knitting, Crocheting [prayer caps], other design work or manufactured products [i.e. jewelry], Garage Sale, Car Wash, Bake Sale)

- Intensive Retreat Support** (assist in intensive that is not your own)
- Internet Outreach/Research** (including experience on social networking sites)
- Journalism/Writing Skills** (including experience in having articles published)
- Layout and Design** (Reformatting existing articles, brochures, catalogs or booklets)
- Media Team** (must live in NYC; record, edit, produce & duplicate One Spirit audio-visual materials. Skill level depends on assignment)
- Music** – Can you sing, write music or play an instrument? Please specify \_\_\_\_\_
- Office Assistance** (must live in NYC; general office support such as telephones, mailings, inventory, filing, etc.)
- Office Cleanup & Organization** (must live in NYC). This could include vacuuming, emptying trash, dusting, etc.
- Open House Host** – Host open house in your area
- Open House Assistance** - attend and assist at One Spirit Open House(s)
- Other** – have a great idea? (specify below)
- Photography**
- Promotion & Marketing** (including connections & experience in order to promote One Spirit in the media)
- Proofreading**
- Public Relations Writing** (including experience in the ability to get articles placed in publications)
- Publisher Software** – experienced in publisher software to edit existing One Spirit books or assist in new ones
- Recruit New Students** – Tell others about One Spirit
- Repairs** – Handyman/woman for light repairs at One Spirit
- Sewing/Embroidery** (Advanced Level)
- Technology – Data Entry**
- Technology – Repair, Maintenance**
- Technology – Graphics, Design, Web**
- Technology – Software Proficient** Please specify \_\_\_\_\_
- Vehicle Support** - assist in transportation of materials and supplies for large events [i.e. intensives, graduation, and et.al.] Vehicle should be suited for this purpose.
- OTHER/DETAILS** (use additional sheet if necessary).....

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**What is your comfort level with computers?**

- Professional     Advanced     Intermediate     Beginner

**Which option best describes your learning/working style?**

- I enjoy figuring things out on my own.                       If someone shows me, I can usually take the reigns from there.
- I prefer to work with a partner or team.

**What tactical skills can you offer in support of mission?**

- Enjoy working with the public
- Fluency in other languages (please specify) .....
- Musician (please specify).....

**Community:** Are you a member of any clubs, communities or on line social communities where you might help spread the word to others interested in One Spirit programs? .....

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**EXPERIENCE**

Please provide a brief summary of your work experience, leading up to your current vocation (use additional sheet if necessary). .....

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updated August '10