Financial Aid
2019–2020

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More Information Available Online at:
www.stbernards.edu
Financial Aid Overview

Categories of Financial Aid

St. Bernard’s School of Theology and Ministry offers various forms of financial assistance for students who are unable to bear the full expense of graduate education. Financial assistance is available to students in a variety of ways:

1. Diocesan Tuition Assistance & Benefactor Scholarships

   a. **Diocesan Tuition Assistance**: Roman Catholic students who reside in within the Dioceses of Albany, Rochester or Syracuse are eligible for tuition assistance from their respective diocese. This aid covers a percentage of the tuition cost for one or more courses taken during a specified academic year. The exact percentage depends on the policies of the individual dioceses.

   b. **Benefactor Scholarships**: St. Bernard’s has established scholarship funds raised from contributions from various benefactors to support theological education. These scholarships are awarded to cover tuition costs for full-time or part-time study during an academic year and are renewable upon reapplication and review. The Financial Aid Committee reserves the right to offer the full scholarship award to a candidate, to divide the amount between several candidates, or to withhold the award for a given year.

   c. **Eligibility Requirements**: In order to qualify for funds from a benefactor scholarship or diocesan tuition assistance an applicant must meet the following minimum criteria:

      - Matriculate in the one of the following programs;
      - Master of Divinity, Master of Arts in Pastoral Studies, Graduate Certificate in Pastoral Studies, and Master of Arts in Theological Studies program
      - *Exceptions may be made for non-matriculated applicants contingent on the submission of the required materials and availability of funds.*

      - Engage in full-time or part-time study;

      - Full-time study = 9 credits or more per semester
      - Part-time study = 3 credits or more per semester

      - *Credit definitions for full-time or part-time status are only used to determine eligibility for diocesan tuition assistance/benefactor scholarship awards and may differ from the credit definitions used to determine eligibility for veteran’s benefits, federal student loan program, or NY State Civil Service Employees Association (CSEA) Tuition Benefits Program*

      - Give evidence of academic and ministerial promise;
      - Demonstrate financial need according to the standard St. Bernard's procedures;
- Be free from any incompletes;
- Agree to appropriate media coverage.

d. Procedures for Tuition Assistance and Benefactor Scholarships: All students seeking tuition assistance and/or scholarships should follow the following process:
  - Submit a completed Financial Aid Application (see Tuition Assistance and Scholarship Application below) by the summer deadline of May 3rd. For financial aid purposes, the summer semester is considered a part of the following academic year.
    - “For example, Chris is taking 1 course in the summer 2019 semester, 1 course in the fall 2019 semester, and 1 course in spring 2020 semester. In order for Chris to be eligible for both scholarships and tuition assistance for all three semesters, he must submit a completed 2019-2020 Financial Aid Application by the deadline of May 3rd.”
  - Students can still submit a completed Financial Aid Application for the Fall and Spring semesters by August 9th for the Fall semester and by December 6th for Spring semester.
  - Returning students should meet with their faculty advisors before filling out Financial Aid Applications in order to accurately project the total number of courses to be taken during the upcoming academic year.
  - Once all Financial Aid Applications are reviewed, each applicant will receive notification of the Financial Aid Committee’s decision.
  - All deliberations of the Financial Aid Committee are strictly confidential.

e. Individual Parish Tuition Assistance: Students should also explore possibilities for financial aid from their individual parishes.

2. External Scholarships: These scholarships are offered by benefactors not associated with St. Bernard's. Applications, procedures, requirements, and deadlines for external scholarships are separated from the tuition assistance and benefactor scholarship process.

3. Extended Payment: Students may arrange with the Business Office for a payment plan with a fixed number and duration of installments.

4. Student Loan Program: Students may apply for long-term, low-interest loans through the William D. Ford Federal Direct Loan Program. Loans are negotiated through the Department of Education.

5. Veteran's Benefits: Educational benefits in the form of outright grants are available to veterans, spouses or children of deceased/disabled veterans or those in National Guard/Reserve, for full-time or part-time study.

Cancellation of Financial Aid

If a student withdraws/drops a course(s) for which the student received financial aid, the aid is rescinded. The student is then obligated to pay the full tuition and fees.
Scholarship & Financial Aid Opportunities

St. Bernard’s School of Theology & Ministry recognizes the significant financial expense of graduate education. In order to assist students who are otherwise unable to bear the full financial burden of graduate study, St. Bernard’s offers several forms of financial assistance:

1. **Benefactor Scholarships:** In support of our strong commitment to excellence in preparing men and woman for leadership within the Church, endowed scholarships have been established through the support of wonderful individuals. The following Benefactor Scholarships are available to matriculated students. These scholarships can cover up to 50-75% of the tuition cost for one or more classes taken during an academic year. Eligibility for scholarships is varied, based on benefactor restrictions. Not all scholarships may be open to all students.

   - **Benefactors’ Scholarships**
     - Basilian Scholarship
     - G. Marion Kinget Memorial Scholarship
     - O’Neil-Hennessey Scholarship
     - Joan Pearson Scholarship
     - James and Carolyn Russell Endowed Scholarship
     - Grace Carnes Scholarship
     - Bishop Matthew Clark Scholarship

2. **External Scholarships:** These scholarships are offered by benefactors not associated with St. Bernard's. Applications, procedures, requirements, and deadlines for external scholarships are unique to the individual scholarship. External scholarships can be found through a number of search engines including: Fast Web Scholarship Search, CollegeNet Scholarship Search, Peterson's Graduate Scholarship Search, and Open Education Scholarship Database.

3. **Diocese of Albany Tuition Assistance (RCDA):** Roman Catholic students who reside in the Albany diocese are eligible for tuition assistance from the Roman Catholic Diocese. This aid covers up to 25% of the tuition cost for one or more courses taken during an academic year. Application for RCDA tuition assistance is processed through the Tuition Assistance and Scholarship Application.

4. **Diocese of Rochester Tuition Assistance (DOR):** Roman Catholic students who reside in the Rochester diocese are eligible for tuition assistance from the Roman Catholic Diocese. This aid covers up to 25% of the tuition cost for one or more courses taken during an academic year. Application for DOR tuition assistance is processed through the Tuition Assistance and Scholarship Application.

5. **Diocese of Syracuse Tuition Assistance (DOS):** Roman Catholic students who reside in the Syracuse diocese are eligible for tuition assistance from the Roman Catholic Diocese. This aid covers up to 1/3 of the tuition cost for courses taken during an academic year. Application for DOS tuition assistance is processed through the Tuition Assistance and Scholarship Application.
Other Financial Aid Options

Veteran’s Benefits
Educational benefits in the form of grants are available for veteran students studying full-time or part-time at St. Bernard’s. Benefits may also be available to spouses and or children of disabled/deceased veterans as well as those in the National Guard/Reserve. For more information on Veteran’s Educational Benefits go to www.gibill.va.gov.

Federal Student Loan Program
Students who are matriculated and enrolled in at least part-time study may apply for long-term, low-interest Federal Direct Stafford Loans. To learn more about the Federal Stafford Loan Program please visit www.gradloans.com. Contact the director of admissions to apply.

NY State Civil Service Employees Association (CSEA) Tuition Benefits Program
St. Bernard’s also participates in the CSEA benefits program whereby eligible State employees receive $285.00 per credit of graduate work up to a maximum of 4 credits per semester. Educational Advisement Services are available to CSEA-represented NYS employees by calling (518) 486-7814 or (800) 253-4332.

Capital Campaign Leadership Grant
This scholarship for Leadership Development in the Diocese of Albany supports the initial and ongoing formation of leaders in the Diocese of Albany. For more information about the Capital Campaign Leadership Grant contact Ms. Dorothy Sokol by calling (518) 434-4028.

Extended Payment Plan
Students may arrange with the Business Office for a payment plan with a fixed number and duration of installments. Contact Mr. Jim Pudetti at jim.pudetti@stbernards.edu for details.

Questions relating to Financial Aid may be referred to
Matthew Brown, Director of Admissions & Financial Aid
admissions@stbernards.edu
(585) 271-3657 ext. 289
Tuition Assistance and Scholarship Application

Financial aid applicants seeking aid for the 2019-2020 academic year (Summer & Fall term of current year, and Spring term of following calendar year) must submit Tuition Assistance and Scholarship applications by May 3rd. Applicants who are unable to meet this deadline should submit aid applications by August 9th for the Fall term and by December 6th for the Spring term.

Name: _______________________________________________________________
Last                                           First                                             Middle Initial
Address: __________________________________________________________________________________________
Street                                                            City                                   State                                            Zip
Phone: ____________________________________________      ____________________________________________
Daytime                                                                                           Evening
E-mail:     __________________________________________________________________________________________
Parish/Church: _______________________________________  Diocese:  ____________________________________
Employer:___________________________________________     Job Title: ____________________________________
Degree(s)/Certificate(s) already earned: __________________________________________________________________
Ministry for which you are preparing, if applicable: ___________________________________________________________
School(s) you are attending: □ St. Bernard's  □ Other _______________________________________________________
Degree Program: ______________________    Matriculated ? □ Yes   □ No       Number of Courses completed: ________

COURSE PROJECTIONS for Academic Year 2019-2020:
Please project the total number of courses you anticipate taking in each of the following terms for the coming academic year:

<table>
<thead>
<tr>
<th>Term</th>
<th># of courses</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>____________</td>
<td>□ Full (3 Credit) □ One-Half (1.5 credit)</td>
</tr>
<tr>
<td>Fall</td>
<td>____________</td>
<td>□ Full (3 Credit) □ One-Half (1.5 credit)</td>
</tr>
<tr>
<td>Spring</td>
<td>____________</td>
<td>□ Full (3 Credit) □ One-Half (1.5 credit)</td>
</tr>
</tbody>
</table>

• Tuition Assistance and Scholarships you are applying for: (Check ☑ all that apply)
  □ Diocesan Tuition Assistance          □ Benefactors’ Scholarships

Academic Eligibility Requirements: Eligibility for St. Bernard's aid, Diocesan aid, and Scholarships are based in part upon a student's satisfactory academic progress. Satisfactory academic progress at St. Bernard's is a student that maintains a 2.75 cumulative grade point average in the M.Div. program and M.A. in Pastoral Studies program and 3.00 in the M.A. (Theological Studies) program.

Have you applied for financial aid or student loans from other sources? □ Yes  □ No   If yes, from which source(s)?
Additional Requirements

Applicants for Benefactor Scholarships and Diocesan Tuition Assistance must submit:

a) A completed Free Application for Federal Student Aid (FAFSA) form or FAFSA renewal form; (St. Bernard’s School Code: 002815).

b) Statement of Need: on a separate sheet of paper, a personal statement explaining financial need, along with a brief description of circumstances and the amount of aid requested.

c) First-time scholarship applicants ONLY: A 350-500-word personal essay on how the candidate expects to apply the experience gained through the degree work as well as his or her goals for academic and professional development.

d) Non-matriculated students must also submit two letters of reference and official transcripts of all post-secondary work to be considered for scholarships. Submissions will be kept toward the candidate's matriculation application.

e) Albany applicants: must submit a letter from their parish pastor expressing their support for the candidate and confirming that they are an active member of that parish.

f) First-time Syracuse applicants: Diocese of Syracuse Addendum and Signed Parish Sponsorship form. Applicants must contact the Office of Pastoral Leadership in the Diocese of Syracuse prior to the submission of the Diocese of Syracuse Addendum and Signed Parish Sponsorship form.

Please return this application and all other application materials to:

Matthew Brown, Director of Admissions & Financial Aid
St. Bernard’s School of Theology & Ministry
120 French Road • Rochester, NY 14618
585-271-3657, ext. 289 • 585-271-2045 (fax) • admissions@stbernards.edu
Complete the FAFSA Form for 2019-2020

Follow these steps to apply for or renew your Free Application for Federal Student Aid (FAFSA)

1: You can complete the FAFSA beginning October 1, 2018
   • St. Bernard’s School of Theology and Ministry awards aid on First-Come, First-Served basis. While students can apply for aid anytime throughout the year, priority is given to the order in which applications are received

2: Gather the required items to complete the FAFSA.
   • FSA ID, PINs (if you have previously completed a FAFSA), Social Security Numbers and dates of birth for yourself, spouse, and dependents
   • 2017 Federal Income Tax forms and W-2s
   • 2017 Untaxed income
   • Current value of checking, savings, and investments accounts

   **Note: St. Bernard's School Code is 002815**

3: Complete the FAFSA at www.fafsa.ed.gov
   • Click on “Login”
   • Click on “Create and FSA ID” or “Enter the Student’s Information”
   • Follow the on-screen instructions
   • Complete the first page of the FAFSA
     o You may be asked if you’d like to “pre-fill” your FAFSA. Select “yes”
   • The next screen will pre-fill personal information
   • Follow the directions to update the rest of the FAFSA
   • YOU WILL USE YOUR FSA ID FOR FUTURE FAFSA PURPOSES, save your information!

4: Sign and Submit your FAFSA
   • Verify that all the information is correct
   • Make sure you complete all steps required at the signature page
   • Print a copy for your records
   • Select the “Submit” button
   • Print the confirmation page for your records

If you need any assistance with your FAFSA, please contact the Financial Aid office or click on “Help” at the FAFSA website.
Application Addendum- Diocese of Syracuse  
(First-time Graduate and Financial Assistance Applicants Only)

This form is to be completed by all Roman Catholic students seeking Financial support from the Diocese of Syracuse

Date___________________________________

Name _____________________________________________________________________________________________

(LAST)   (FIRST)   (MIDDLE)

Permanent Address __________________________________________________________________________________

(STREET)  (CITY)   (STATE)      (ZIP)

Local Address _______________________________________________________________________________________

(STREET)  (CITY)   (STATE)      (ZIP)

Telephone (_____)________________ (home)     (_____)________________ (work)     (_____)________________ (local)

(IF DIFFERENT FROM HOME)

E-mail  ________________________________________________

Place of Birth ______________________________________________  Date of Birth _____________________________

Emergency Contact ___________________________________________  Phone ____________________________

Program of Study:

☐ Master of Divinity  ☐ Master of Arts [Theological Studies Non Thesis Track]
☐ Master of Arts in Pastoral Studies  ☐ Graduate Certificate
☐ Master of Arts [Theological Studies Thesis Track]  ☐ Special Student

Diocese of Syracuse Parish Affiliation: ______________________________

Please explain (attach additional sheets as necessary)

What type of ministry/leadership are you working toward?
What are your ministerial goals?
How do you wish to serve God through Church/Religious Activities? (please specify):
Diocese of Syracuse Review: As a condition of financial assistance, Roman Catholic students in the Diocese of Syracuse are assessed via personal meeting with the Director of the Office of Pastoral Leadership (or his/her designate) on the following criteria:

1. The impact of personal and academic experiences on your decision to apply to St. Bernard's;
2. Your perception of the role of the church in today's society and your participation in it;
3. How your decision to attend St. Bernard's will influence your career and ministerial goals in the Diocese of Syracuse

I, ________________________________, as an applicant to St. Bernard's School of Theology and Ministry seeking financial assistance from the Diocese of Syracuse understand my responsibility in meeting with and responding to inquiries from the Director of the Office of Pastoral Leadership (or his/her designate) throughout my academic career.

Signature ________________________________ Date ____________________

Director, Office of Pastoral Leadership Review

Signature ________________________________ Date ____________________

Two copies of this form are to be kept on file.
(1) St. Bernard's School of Theology and Ministry Registrar's Office
(2) Office of Pastoral Leadership, Diocese of Syracuse
Diocese of Syracuse Tuition Assistance SPONSOR FORM:
This section must be signed by the pastor, pastoral administrator, or diocesan leader indicating that the applicant is active in the Parish and/or a Diocesan Ministry.

Sponsor's Name _______________________________________________ (please print)
Leadership Position __________________________ Location __________________________

I recommend ________________________________ for graduate studies at St. Bernard's.

Sponsor's Signature ____________________________________________ Date ________________________