



# APPLICATION INSTRUCTIONS & GUIDELINES

## CHRISTIAN MINISTRY DISCOUNT (CMD)

CMD is granted **upon application** to families in which a student's parent is employed **for pay, full-time**, in selected local (bay area) Christian ministry positions and who meet the first-round application deadline of **April 1**. Qualifying families whose application is completed after April 1 will be offered some level of discount only as remaining funds permit. The discount percentage awarded applies to tuition only and does not apply to registration fee or any other non-tuition fees incurred. For families with two qualifying ministry parents, the higher percentage award will prevail (i.e., discounts will not be awarded and combined for BOTH parents). **Please read and follow these instructions carefully.**

- A. **Pastors serving on the BCHS Board** – Pastors (ordained/licensed) employed for pay full-time in a local church and serving as a BCHS Board member will be granted a 30% tuition discount with no household income verification required.
- B. **Senior Pastors** – Senior Pastors (ordained/licensed) employed for pay full-time in a local church will be granted a 30% tuition discount with no household income verification required.
- C. **Associate Pastors and Administrative Pastors** – Pastors (ordained/licensed) employed for pay full-time in a local church will be granted a minimum 15% discount or higher as follows:

% discount	if household "adjusted income" is:
30	less than or equal to \$126,500
20	between \$126,501 and \$143,750
15	no household income verification required

- D. **Christian School Chief Administrators (i.e. Principals, Headmasters)** -- Head principals employed for pay full-time in a local Christian school will be granted a 20% tuition discount with no household income verification required.
- E. **Christian School Assistant Administrators (e.g., Deans, VPs, Directors) and K-12 Teachers** – Full-time assistant administrators and full-time teachers (grades K-12) in local Christian schools will be granted tuition discounts as follows:

% discount	if household "adjusted income" is:
20	less than or equal to \$126,500
10	between \$126,501 and \$143,750

### To apply only for a CMD award level with no household income verification required:

- 1) Applicant does NOT need to submit a full Tuition Assistance application.
- 2) Applicant shall arrange annually for employer (church/school) board officer or denominational office to send a letter to Berean Christian attesting to applicant's current ministry position, current full-time employment status, and licensing/ordination standing for pastors. **Letter should be printed on church/school/denominational letterhead and submitted to Berean Christian High School, ATTN: Finance Committee, 245 El Divisadero Ave, Walnut Creek, CA 94598.**

### To apply for an income-based CMD award level, AND/OR to apply for need-based aid in addition to CMD:

- 1) Applicant must complete the full Tuition Assistance (TA) application and supply all requested supporting documentation. Please refer to the Financial Assistance page under the Admissions Menu at [www.bereanchristian.com](http://www.bereanchristian.com) for complete instructions on completing a Tuition Assistance application.
- 2) Applicant must also arrange annually for employer (church/school) board officer or denominational office to send a letter to Berean Christian attesting to applicant's current ministry position, current full-time employment status, and licensing/ordination standing for pastors. **Letter should be printed on church/school/denominational letterhead and submitted to Berean Christian High School, ATTN: Finance Committee, 245 El Divisadero Ave, Walnut Creek, CA 94598.**