

The People's Community Baptist Church
Dr. J.P. Baltimore, Sr. Memorial Scholarship Application
FAQs
2024-2025

Please contact the church on (301) 384-2601 to verify the church hours before all in-person visits.

How do I get a copy of this year's application?

An electronic fillable PDF version of the form is accessible via the church website (www.tpcbc.org). Simply click on the "Forms" link in the "Quick Links" section of the home page. Paper applications will no longer be provided in the lobby of the T.J. Baltimore Education building. However, in the lobby, you will find flyers with a QR code to the website location of the online form.

When is the application due?

The application instructions clearly outline the application requirements and the associated deadline for each requirement (April 30 or September 30). Please ensure all required materials for each deadline are received by the Scholarship Committee by the respective deadline date.

Late submissions WILL NOT be considered.

How should I submit my application?

All application packets and supporting documentation should be submitted via email to scholarship@tpcbc.org. If email submission presents a hardship for you, please reach out to the Scholarship Committee at scholarship@tpcbc.org to make alternative arrangements for submission. As an application is received, each applicant will be sent an email confirming receipt within 72 hours.

I received the scholarship last year. Do I need to do anything this year or will I automatically receive it again?

There is no automatic renewal of scholarships. Each year, continuing students must submit an application with sections 1, 4, and 5 completed **by no later than April 30th of the application year**. You must also continue to be enrolled as a full-time student. Late submissions will not be accepted.

Additionally, you will need to submit a transcript reflecting your grades through the Spring 2024 semester, proof of enrollment (your schedule of classes for Fall 2024) and significant proof of payment to your academic institution for the Fall 2024 semester. These items do not have to be submitted with the application if they are not yet available to you but they are required **by no later than September 30, 2024** and before scholarship payments are released. When submitting these items, please make sure all documents clearly show your name and the name of the school and **please do not submit screenshots.**

What is significant Proof of Payment?

Each applicant must show proof of payment towards your outstanding balance after financial aid and grants, etc. have been applied. Examples of proof of significant payment are the following:

- Payment from a private loan, or
- Payment of the deposit for a tuition payment plan, or
- Payment of a housing deposit for the Fall 2024 semester, or
- Payment of the deposit required with acceptance of admission.

If you have any questions, please send an email to the Scholarship Committee (scholarship@tpcbc.org).

How many years can I receive the scholarship?

Eligibility for the scholarship is for the length of the undergraduate program an applicant is in up to a maximum of 5 years. If you are attending a two-year technical college, you are eligible to receive the scholarship for 2 years, but you must submit the application and required documents before the deadline dates each year in order for your scholarship to be renewed. Scholarships are NOT automatically renewed. This scholarship is not available for graduate coursework.

What types of schools are acceptable for the scholarship? Only 4-year institutions?

- Colleges and Universities (undergraduate only)
- Technical Schools
- Community Colleges

Adult applicants (note: No more than one adult recipient is selected each year) must attend a 4-year college or university full-time while working towards a first bachelor's degree.

If you have any questions about eligibility and your academic studies, please contact the Scholarship Committee (scholarship@tpcbc.org)

I am enrolling in an online program. Does it qualify?

Accredited online undergraduate degree programs at an accredited college or university will apply if you are enrolled full-time and you are in good academic standing.

I have been involved in only one ministry at the church. Can I still apply?

Normally, applicants are required to have participation in at least TWO (2) church ministries/programs for a minimum of SIX (6) months each, since joining the church. However, due to COVID-19, for the 2024 application year, if you do not satisfy the two ministries requirement, please submit your application with a paragraph stating alternate service activities in which you participated for the Scholarship Committee to consider during review of your application. Someone from the committee will contact you for any needed clarification.

I have submitted my application. How and when will I be notified if I have been selected to receive a scholarship?

In late May, letters will be emailed to scholarship recipients confirming their selection and inviting them to participate in the Education Sunday Program conducted during the 10:30 am Worship Service on Sunday June 9, 2024.

How will the scholarship be awarded?

In late May, letters will be emailed to scholarship recipients confirming their selection and inviting them to participate in the Education Sunday program conducted during the 10:30 am Worship Service on Sunday, June 9, 2024. Recipients will receive a payment for the Fall and Spring semesters once all required documentation has been received by the committee. **Please note that the September 30th deadline will be adhered to and any supporting documentation or materials received after the deadline WILL NOT be accepted and the awarded scholarship will be forfeited.**

If my application is approved, what happens next?

In early July, recipients will receive an email with instructions to submit a copy of significant proof of payment to the institution you are attending in the fall, along with your Fall 2024 schedule of classes. Upon review and approval of the documentation, you will be placed on the list to receive your scholarship check (you will receive an email confirmation). The application process is not complete until all required documentation has been submitted. Note: All documentation **MUST** be received by the Scholarship Committee by **NO LATER THAN September 30, 2024** for a 2024 scholarship to be awarded. **Documentation WILL NOT be accepted after September 30th.**

What do I send with my application?

The Scholarship Application packet contains information on the requirements for the scholarship and the corresponding deadline dates for each requirement. Please reference the application for more information and pay close attention to the deadline dates as **late submissions will not be accepted.**

How long do I have to be in a ministry to have it count toward the scholarship requirements (Application section 3)?

You must have served in each ministry for a minimum of six (6) months.

What is considered a “Valid statement of enrollment from the institution you plan to attend?”

Your acceptance letter and your payment for the current semester are examples of valid statements of enrollment. You must be enrolled as a full-time student.

Is it necessary to type my application?

A fillable PDF version of the application is available for download on the church website in the “Forms” area. Please look for the FORMS link in the “Quick Links” section of the home page (www.tpcbc.org). A typed application is not mandatory but it is extremely helpful to the Scholarship Committee to receive neatly completed, legible applications.

What is considered sufficient for “proof of good academic standing?”

To prove that you are in good academic standing with your current institution, please submit:

1. A letter from your institution stating that you are currently in good academic standing, **or**
2. A copy of your transcript with results of Spring 2024 included, **or**
3. A copy of your bill for the upcoming fall semester.

Supporting documentation will be accepted up until September 30, 2024. This information must be received before scholarship payment is released. Documentation received after September 30th will not be accepted.

How much is the scholarship:

The scholarship award for 2024/2025 is \$1,500 per academic school year. Upon receipt of appropriate documentation, by the applicable deadline dates, you will be sent a check for \$750 for the Fall and Spring semesters, mailed to your home address. Checks are typically issued by mid-October for the Fall semester and by January 30th for the Spring semester.

If I have received the scholarship in the past but for hardship reasons, I took a “break” from college, will I be eligible for the scholarship when I resume my studies?

It is the student’s responsibility to notify the Scholarship Committee, in writing, if enrollment is interrupted or delayed because of illness, accident, or other extenuating circumstances. Reinstatement and/or continuance of the award will be considered at the sole discretion of the Scholarship Committee.

How do I get my scholarship check?

Each student must initiate the check disbursement process each academic year by submitting verification of full-time enrollment and sufficient proof of full-time enrollment to the Scholarship

Committee by no later than September 30th of the application year. Students accomplish this by emailing a copy of their Fall schedule of classes and significant proof of payment. This information should be emailed to the Scholarship Committee email (scholarship@tpcbc.org). The schedule must clearly show the student's name, college name, term, courses, and units indicating full-time enrollment. **Please do not submit screenshots.**

Please note the following about providing verification of enrollment and disbursements:

- You must be a full-time student. (Note: Graduate coursework not included)
- Wait-listed courses do not count; you must be added to the course for the associated units to count towards full-time enrollment. If you are wait-listed, please wait until you have added the course before providing your schedule.
- If your class schedule does not clearly demonstrate full-time enrollment, students may provide a letter from their college confirming full-time status and good academic standing. If you are studying abroad for the term, you will need to provide a letter from your college stating you are considered a full-time student in good academic standing.
- Emailed documents must be formatted as PDF (.pdf) or MS Word (.doc/.docx). No scholarship checks will be disbursed until the Scholarship Committee receives verification of full-time enrollment. Scholarship checks will not be issued earlier than August of the academic year.
- You will be notified via email when all of your paperwork is complete and submitted to TPCBC for processing, so please ensure your email and phone contact information are up to date.

How are scholarship checks processed and where are they sent?

The total scholarship award will be divided in two payments; one half will be distributed in the Fall and one-half will be distributed in the Spring. Scholarship checks are disbursed by approximately October 15th for the Fall semester and approximately January 30th for the Spring semester.

Is any additional documentation needed for distribution of the Spring check?

There are no additional documents needed between the Fall and Spring semesters. Spring checks will be sent by approximately January 30th.

What are the requirements to remain eligible for a scholarship payment?

Students must be enrolled full-time and in good academic standing as defined by the academic institution. If the student does not maintain full-time status or remain in good academic standing, the Scholarship Committee has the right to cancel or adjust the award.

What if I change my college or my contact information?

If you change any of your personal or school information, notify the Scholarship Committee right away. It is solely the student's responsibility to notify the Scholarship Committee in writing if the student has a:

- (1) change of college,
- (2) change of permanent address, email address, home phone number or cell phone number,
- (3) reduction to less than full-time course load,
- (4) no longer in good academic standing or on academic probation.

You may email information to the Scholarship Committee at scholarship@tpcbc.org. Please note that these changes may have an impact on your scholarship award(s). Contact information is not disclosed to anyone who is not authorized. The application's information is used by the Scholarship Committee to contact applicants concerning official scholarship communications.

What is my responsibility if I do not attend school or withdraw during the semester?

If a scholarship recipient fails to enroll in the upcoming academic year, or the recipient drops out of school, the recipient is obligated to notify the TPCBC Scholarship Committee to discuss how to proceed.

The applicant understands that the award could be rescinded under any of the following circumstances:

- A student no longer meets the scholarship qualifications.
- A student is placed on academic and/or disciplinary suspension or dismissed.
- A student does not enroll full-time in a program of study for the semester/quarter for which the award applies.

Who do I contact if I have additional questions about my application?

Questions should be submitted to scholarship@tpcbc.org. When submitting an email, please include your name and an evening contact phone number.