

# The People's Community Baptist Church

## Dr. J.P. Baltimore, Sr. Memorial Scholarship Application

### 2022 FAQs

**Important for 2022** Given restrictions due to Covid-19, church hours are limited and may fluctuate. 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](http://www.tpcbc.org)). Simply click on the "Forms" link in the "Quick Links" section of the home page. Additionally, paper applications are available in the lobby of the T.J. Baltimore Education building.

#### *When is the Application Due?*

Completed applications and all letters of recommendation must be received by the Scholarship Committee by no later than 5:00 pm on April 30, 2022. Late applications will not be processed.

#### *How should I submit my application?*

Applications can be submitted to the Scholarship Committee in one of three ways:

As an application is received, each applicant will be sent an email confirming receipt within 72 hours for applications received via email and 5 business days for applications dropped off at or mailed to the church.

1) **Email (strongly preferred method)**

Scan and email electronic files (.PDF format) to [Scholarship@tpcbc.org](mailto:Scholarship@tpcbc.org).

2) Drop off at the church

Call the church, (301) 384-2601, to confirm the church's hour of operations. Please place your application and supporting

documentation in a sealed envelope clearly addressed to TPCBC Scholarship Committee. Your envelope should be handed directly to the receptionist in the T.J. Baltimore Education Building lobby. The receptionist will put the envelope in the Scholarship Committee mailbox.

3) Postal mail

Please send your completed application and supporting materials (transcript, letters of recommendation, etc.) to:

The People's Community Baptist Church  
c/o Scholarship Committee  
31 Norwood Road  
Silver Spring, MD 20905

***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. You must also be enrolled as a full-time student.

Additionally, you will need to submit an official transcript reflecting your grades through the Spring 2022 semester, proof of enrollment (your schedule of classes for Fall 2022) and significant proof of payment to your academic institution for the Fall 2022 semester. These items do not have to be submitted with the application if they are not yet available to you but they are required before scholarship payments are released. When submitting these items, please make sure that all documents clearly show your name and the name of the school.

***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 2022 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 for 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 date 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

**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 2022 application year only, if you do not satisfy the two ministries requirement, please submit your application with a paragraph stating alternate service activities in which you have 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 11am service in June, 2022.

***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 Education Sunday 2022. Recipients will receive a payment for the Fall and Spring semesters once all required documentation has been received by the committee.

***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 2022 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.

***What do I send with my application?***

\*\* Please see the application for additional details. \*\*

*First Time Applicants*

- Two (2) letters of recommendation
- A 300-word essay (double-spaced) (see application for more details)
- Current individual photograph (school or professional)
- Valid statement of acceptance from the institution you plan to attend after graduation from high school

*Continuing Applicants*

- Complete sections 1, 4 and 5 of the application and submit it to the committee.

*However, at the end of the Spring 2022 semester, you will need to submit the following:*

*First Time applicants:*

- An official high school transcript
- Schedule of classes for Fall 2022
- Proof of significant Fall 2022 payment to the institution you plan to attend

*Continuing Applicants*

- An official transcript that includes grades for Spring 2022
- Schedule of classes for Fall 2022
- Proof of payment for Fall 2022 to the institution you will attend

***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 to be 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’s website in the “Forms” area. Please look for the Forms link in the “Quick Links” section of the home page ([www.tpcbc.org](http://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 official transcript with results of Spring 2022 included, **or**
3. A copy of your bill for the upcoming fall semester.

Supporting documentation will be accepted after the application deadline but **must be received before scholarship payment will be released.**

### *How much is the scholarship?*

The scholarship award for 2022 is \$1,500.00 per academic school year. Upon receipt of appropriate documentation, you will be sent a check for \$750.00 dollars 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 in a timely manner. Students accomplish this by emailing a copy of their Fall 2022 schedule of classes and significant proof of payment to the Scholarship Committee email box at (Scholarship@tpcbc.org). The schedule must clearly show the student’s name, college name, term, courses, and units indicating full-time enrollment.

**Please note the following in regards to 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 units to count towards full-time enrollment. If you are wait-listed, please wait until you've 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 stating they are considered a full-time student in 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 student submits 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 is 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 disbursed in the Fall and one-half will be disbursed in the Spring. Scholarship checks are disbursed by approximately October 15<sup>th</sup> for the Fall semester and by approximately January 30<sup>th</sup> for the Spring semester.

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

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

### **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 or cell phone, (3) reduction to less than full-time status, (4) no longer in good academic standing or on academic probation. You may email information to the Scholarship Committee at [Scholarship@tpcbc.org](mailto:Scholarship@tpcbc.org). Please note that these changes may impact your scholarship award(s). Contact information is not disclosed to anyone who is not authorized. The applicant's information is used by the Scholarship Committee to contact an applicant 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 coming 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 the award could be rescinded in any of the following circumstances:

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



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

Questions should be submitted to [Scholarship@tpcbc.org](mailto:Scholarship@tpcbc.org). When submitting an email, please include your name and an evening phone number.