

## OPERATING POLICIES AND PROCEDURES

<b>POLICY TITLE:</b>	Work-Study Scholarship
<b>EFFECTIVE DATE:</b>	September 21, 2025
<b>REVISION DATE:</b>	BOR - 4/4/2022 BOT - 6/20/2022, 11/28/2022, 6/19/23, 9/21/25
<b>POLICY APPROVED BY:</b>	Board of Regents, Board of Trustees
<b>RESPONSIBLE FOR IMPLEMENTING:</b>	Board of Regents, CYF, Admin, Seva Team Leads

Center for Spiritual Living DE students may receive scholarships for credentialed/Core CSL classes. Students will report to the Board of Regents and are required to do work-study which means to serve the spiritual community in exchange for the scholarship received. This is the Law of Circulation/ Reciprocity in action. Scholarships are not given for elective enrichment classes unless personal appeal is approved by the Board of Regents. Congregants may donate to the Scholarship Fund by marking their donations accordingly.

### Procedures:

- 1.. Students interested in receiving a financial scholarship must fill out an application to show financial need.
  2. The Board of Regents will determine who is awarded, the amount of the scholarship and the required number of service hours the student will need to complete.
  3. All students are responsible for the \$45 registration fee before the first class module. The balance is due by class/module 2 or by special arrangement with the class assistant by the final class to receive class credit. **Registration fees are non-refundable.**
  4. All students are responsible for purchasing any required books and/or materials for the class.
  5. Once student has been enrolled in the class, the Board of Regents will email the Youth Director, Admin and Seva Team Champion/Lead of the required hours the student needs to fulfill.
  6. The Youth Director, Admin and Seva Team Champion/Lead will provide the Board of Regents with duties and hours needed that will be assigned to student to meet the student's required service hours.
- Response to the Board of Regents is to be done with 48 hours of email.**
7. Students are responsible to attend all modules in the class, complete all classwork necessary to obtain the CSL Certificate of Completion and fulfill their service duties in the agreed upon time Frame. Non-completion of any/all responsibilities will result in a lost in scholarship\* and student is required to pay the scholarship back to CSL Delaware before taking another class.
  8. Students must begin their service commitment at least one week before the class starts. If the class begins in less than two weeks, the student must begin their service commitment during the first week after the class starts.
  9. The Board of Regents will keep the tracking log of the student's hours of service in Google Drive.

\*barring any unforeseen/catastrophic life situations preventing the completion of the class, which must be disclosed by the student to the instructor at the time the class is dropped.

Contact the office by phone 302/635-7316 or the web <http://www.centerforspiritualivingde.com>

FYI: This policy is a guideline for effective relationships within the Center for Spiritual Living DE educational classes. The Center for Spiritual Living DE reserves the right to change or amend this policy and procedure at any time to support the Highest and Best educational experience for all concerned.

## Work-Study Scholarship Agreement

Center for Spiritual Living, Delaware offers scholarships for credentialed/Core CSL classes in exchange for service that is needed in the Spiritual Community.

In order to receive a scholarship, you must complete your service in an agreed upon time frame. This is the implementation of The Law of Circulation / Reciprocity in action.

The Board of Regents will provide you the work schedule using the lines below:

Area of Service	Duties	Hours Needed	Date(s) of Service	Date Completed

I \_\_\_\_\_ am committed to fulfilling this agreement.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Leader Champion: \_\_\_\_\_ Date: \_\_\_\_\_