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“WE PROMISE TO DO ALL IN OUR POWER.”

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## Elmhurst Ministries Fund 2024/2025 Covenant Education Plan (CEP) Description

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Only tuition is covered by this plan.

### ELIGIBILITY

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To be eligible, a parent must:

1. Be an active, communicant member of Elmhurst CRC – engaged in the process of becoming more like Jesus through Prayer, Bible Study, Fellowship, Serving, Worship, Outreach and Giving.
2. Send their children to a Christian school approved for inclusion in the plan:
  - Timothy Christian Schools (TCS)
  - Southwest Christian Schools
  - Elim Christian Services
3. Have no outstanding, prior tuition balance at Timothy Christian Schools, Southwest Christian Schools, or Elim Christian Services.

### PARTICIPATION STEPS

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1. Parents should review the information packet sent via email to each household to confirm eligibility for the program.
2. Both parents, if they are Elmhurst CRC members, must sign the Affirmation Statement to be included with your paperwork submission.
3. Parents should complete the worksheet provided and determine the level of assistance their family is eligible for based upon income and number of students in their household.
  - If you are requesting the lowest tier of assistance in your respective table, no tax return or income verification is required
  - If you are requesting higher levels of assistance, please provide a copy of the first page only of your most recent 1040 tax statement, with your Adjusted Gross Income circled (Line 11 on 2023 Form 1040 or 1040 SR)
4. Please submit the following: 1) Signed Affirmation Statement, 2) Completed worksheet, and 3) A scan of the first page of your 2023 IRS 1040 showing AGI.
5. Documents can be sent to the committee by
  - Mail to Elmhurst Christian Reformed Church, Attn: CEP, 149 W Brush Hill Road, Elmhurst, IL 60126**OR**
  - Email to our private email folder: [cep@elmhurstcrc.org](mailto:cep@elmhurstcrc.org)
6. Once the elders have approved active membership and TCS enters the worksheet information, families then will receive an e-mail from Blackbaud Tuition Management (formerly known as SmartTuition) indicating there has been a change to their account. To confirm the Elmhurst CRC contribution has been applied, simply log on to your account.

### ADDITIONAL STEPS FOR TIMOTHY FAMILIES

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7. Parents must complete Timothy's on-line enrollment process. In cases where families need more assistance than provided by the income-based scale, they should submit an application to Timothy Christian Schools as soon as possible to request financial assistance. All assistance provided is need-based and requires full disclosure and documentation of financial need. After notification from TCS, if families would like to be considered for additional assistance from Elmhurst CRC, they are required to e-mail Tyler VanderBrug ([vanderbrug@timothychristian.com](mailto:vanderbrug@timothychristian.com)) in the TCS business office giving TCS permission to forward their financial information to Elmhurst CRC for evaluation. Please also notify Bill Terpstra, CEC Chair ([bill@terpstrahome.com](mailto:bill@terpstrahome.com)).
8. Parents who are determined to be active members and have successfully enrolled their children following the processes described above will be included in the Elmhurst CRC Covenant Education Plan.

Families whose children attend an approved school other than Timothy would follow similar procedures, depending upon the school's tuition policies and processes.

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## FREQUENTLY ASKED QUESTIONS

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**1. *Who will see my 1040 information if I submit income verification materials?***

Only the SLT representative on the CEC and the Elder representative will view and not keep the information that you provide with your Form 1040.

**2. *My spouse and I file separate tax returns. Must we provide both returns for the verification process***

Yes, if you are married and file separately, both returns should be submitted for review.

**3. *What if my tax return AGI doesn't provide a true picture of our earnings?***

You may contact CEC Member Mac Wiener as your Elder Rep or Sean McNichols as your Deacon Rep to discuss your specific situation.

**4. *I have a child in preschool. How does the Covenant Education Plan apply?***

The Covenant Plan does not include any costs associated with preschool.

**5. *My child has an award scholarship from TCS. Does that count toward my parental obligation to Timothy?***

Yes, it will offset (lower) your parental obligation to Timothy for that student on a dollar-for-dollar basis.

**6. *We participate in TRIP and so do our children's grandparents (to help their grandchildren).***

***Does my TRIP balance count toward my parental obligation responsibility to Timothy?***

Yes, it does.

**7. *Timothy has a family referral program. Does this count towards my parental obligation to Timothy?***

Yes, it does.

**8. *Can families enroll in the Covenant Education Plan after the July 31st deadline?***

Yes, but if you miss the deadline, you will not be eligible to participate in the plan for the fall. If you complete a one-on-one meeting with a Christian Education Committee member and complete paperwork by the first day of the spring semester, you will be eligible for participation in January. Any exception to the deadline must be reviewed and approved by the Christian Education Committee.

**9. *I am in a very difficult financial situation right now and don't think I can pay the parental obligation to Timothy, even if I were to receive assistance from TCS. Does that mean my children cannot attend Timothy?***

TCS is your first source for assistance. You can access a tuition assistance application via [www.timothychristian.com/admissions](http://www.timothychristian.com/admissions). If, after receiving some assistance from TCS, you need additional assistance, contact Tyler VanderBrug, TCS business office ([vanderbrug@timothychristian.com](mailto:vanderbrug@timothychristian.com)) to forward your financial information to ECRC for consideration. The CEC Chair, Deacon and Elder reps will evaluate your application and notify you if additional support will be provided.

**10. *What if I experience a financial hardship during the school year?***

Please contact the CEC Rep.

**11. *What if we are currently enrolled in the Illinois Invest In Kids Scholarship Tax Credit Program?***

The Christian Education Committee will evaluate on a case-by-case basis families receiving assistance from this program. If you would like to learn more about the Invest in Kids Scholarship program, which is being discontinued by the state of Illinois, contact Tyler VanderBrug, TCS business office. ([vanderbrug@timothychristian.com](mailto:vanderbrug@timothychristian.com))

**12. *Who should I contact if I have additional questions?***

The following individuals should be able to assist you, depending upon the nature of question:

Bill Terpstra - Chair, CEC

[bill@terpstrahome.com](mailto:bill@terpstrahome.com)

Mac Wiener - Elder Representative, CEC

[edwwie@gmail.com](mailto:edwwie@gmail.com)

Sean McNichols - Deacon Representative, CEC

[sean.mcnichols@yahoo.com](mailto:sean.mcnichols@yahoo.com)

Tyler VanderBrug - TCS Business Office

[vanderbrug@timothychristian.com](mailto:vanderbrug@timothychristian.com)