



GREATER NEW YORK CONFERENCE
of Seventh-day Adventists*

Office of Education
Three Way Plan Guide

**THIS IS NOT THE APPLICATION
PLEASE DO NOT SUBMIT THIS FORM**

Instructions on how to complete a 3 Way Plan application:

The following are instructions for completing the Three Way scholarship Application program sponsored by the Greater New York Conference Office of Education.

1. Find the current 3 Way Plan Application on the website – www.gnyc.org .

There are 2 Types of Applications:

- **Elementary - K-8**
- **Academy - 9-12/University**

2. **Parents/Guardians** –

- Fill out the top portion of application *completely*. Make sure to attach a **Proof of Income** (IRS 1040 or W4):

TO BE COMPLETED BY PARENT/GUARDIAN:

Name of Student: _____
Last Name First Name Name of Church Attending

Name of Parents: _____
Last Name First Name (Father) First Name (Mother)

Mailing Address _____ City _____ State _____ Zip Code _____ Phone Number _____

Name of school student attends: _____
(Indicate GNYC elementary school)

Financial Information:

<i>Names of Dependent Children</i>	<i>Grade</i>	<i>School Attending</i>	<i>Cost Per Month</i>
_____	_____	_____	_____
_____	_____	_____	_____

Husband's Income: Yearly: \$ _____ Monthly Mortgage or Rent: \$ _____
Wife's Income: Yearly: \$ _____ ***Attach IRS-1040 or Other Proof of Income**

PLEASE READ AND SIGN BELOW:
My signature is written proof that the contact, educational, and financial information is an accurate representation of my child's and family's background. (NOTE: All information will be kept confidential.)

Signature: _____ Date: _____
(Parent/Guardian)

Instructions to Parents/Guardians: Please send your completed application(s) to your pastor or education secretary. All applications must be approved by the church board to receive funding. **Do not write below this point.**

- **In such instances** where the parent/guardian is not able to provide a proof of income due to unemployment or any other extenuating circumstance, the **pastor** of the church may provide a letter as a replacement attachment to the proof of income. The letter must state that the applying family are members of the respective church and explain the circumstances of the family which cause them to need financial assistance.

- Applications without either of these attachments **will not be processed and will be sent back to the church that the applicant attends.**
- Sign and date the application and submit it to your church pastor or education secretary.

3. **Church** –

- All 3 Way Plan applications must be approved by church board.
- After vote takes place, church pastor must **sign** the bottom portion of the application, and include Board Action Number.
- Signed check from the church must be included with the application

TO BE COMPLETED BY THE CHURCH BOARD:		____/____/____	\$ _____
(This section must be completed for confirmation of action)		Date action was taken	Amount Approved
Check # _____	_____ Signature of the Church Board Chairperson		
INSTRUCTIONS TO CHURCH BOARD: Approved applications are to be sent, with the check, to the GNYC Office of Education by November 30.			

4. Once the application enters the Office of Education, it is reviewed by the Superintendent of Schools.
- ◆ All applications must arrive **before** due date. Submitted applications that arrive after the due date are not guaranteed financial assistance.
 - ◆ Incomplete applications are sent back to the church. Applications that arrive on time but which are incomplete are not guaranteed financial assistance.
 - ◆ Accepted applications are placed on a list. Student accounts will be credited in March/April of the same school year.

Matching:

Elementary School Applicants are matched up to **\$200.**

- If the church submits \$200, GNYC will match \$200.
- If the church submits \$300, GNYC will match \$200.
- If the church submits \$100, GNYC will match \$100.

Academy and University Applicants are matched up to **\$350.**

- If the church submits \$350, GNYC will match \$350.
- If the church submits \$300, GNYC will match \$300.
- If the church submits \$400, GNYC will match \$350.



A complete application consists of:

- ✓ Completed and signed Application Form. All areas of the application must be filled out by both parent/guardian and pastor.
- ✓ Proof of Income from Parent/Guardian **OR** Letter from Pastor

- ✓ Check from church – **Please make check payable to Greater New York Conference**

We do not provide assistance for non-Adventist schools!

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