

**IGSL FINANCIAL POLICY**

The **International Graduate School of Leadership's policy on financial sponsorship is as follows:**

Because of the school's emphasis on building and practicing ministry skills, students' time outside of class will be spent developing their ministries. Students' wives are encouraged to be involved full-time with their families and the Partners in Ministry (PIM) program. Time for outside employment by either spouse will be severely limited. It is best, therefore, if each student is fully financed (including housing) through sponsoring churches or organizations, or through individuals.

Before students are accepted for admission they must complete an **Affidavit of Support** form detailing the specific financial commitments made by the sponsoring church, organization, or individuals who are responsible for the student's expenses. Each resident student (including those from the Philippines and other developing countries) must demonstrate that they have full sponsorship covering all required fees, expenses, and accommodations. The sponsorship must be proven before the issuance of an Admission Letter. Please refer to the Calculating Annual Expenses sheet for the total amount.

A full IGSL scholarship is given to deserving students from developing countries. It includes 100% tuition and required textbooks. The Admissions Committee recommends to the Scholarship Committee which scholarships if any, will be provided. Accepted applicants will be given a Scholarship Letter that contains information regarding their decision. **All international students, including scholarship recipients, are required to raise support.** Students from developed countries who are not receiving scholarships should raise the whole amount. Please give a copy of the attached form to each of your supporters and then request them to send the completed forms back to IGSL as soon as possible.

The following items may be covered by IGSL scholarships:

Tuition: Scholarship includes tuition, general expenses, special events, academic materials, and graduation fees only.

Books: Scholarship includes required textbooks only (up to a maximum of Php5,000 per term). Only one set of books will be issued to a couple who are both enrolled in a degree program.

Others: For married men, wife's Partners in Ministry tuition and other fees; for those requiring English intensive training; EIT tuition and other fees for either or both spouses.

If additional scholarships are available, any of the following may also be provided:

Housing: On-Campus housing rent. Scholarship does not include utilities (e.g. electricity, water, gas).

Living: Basic living allowance provided by the Scholarship Department covers food only. This is a fixed amount and may prove to be insufficient for you (and your family). Thus, international students receiving financial assistance from IGSL are also required to raise support for their living expenses. Students from countries like USA, Europe, Japan, Taiwan and Korea should raise at least double the amounts.

Visa: Approximately \$385/person/year for 9f/9g visa holders; \$865/person/year for Special Study Permit plus any travel expenses and fees that may be necessary if requested to leave the country by the Bureau of Immigration and/or any fines incurred due to the student's inability to comply with visa requirements on time.

Tuition, textbooks, housing, visa, PIM and EIT scholarships are not convertible to cash at any time.

The following items are not covered by IGSL scholarship:

Medical Fee (Group Medical Assistance Fund): Non-refundable fee required for all international students (and members of their immediate family, if married) who do not have medical insurance.

Deposit: Your return travel expenses must be given to the IGSL Finance Office upon your arrival. Monies designated for your return airfare may not be used for other purposes and shall only be returned when it is time for you to return to your home country. Dorm residents should also prepare their housing deposit which should be turned over to the Finance Office at the beginning of every term.

IGSL will NOT be responsible for your travel expenses (including personal, ministry, return) and all visa-related expenses incurred in your home country. IGSL will not reimburse these to you when you arrive here.

You can make the necessary arrangements with the Finance Office if your support will be sent directly to the school.