



GREEK ORTHODOX METROPOLIS OF CHICAGO

ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΣΙΚΑΓΟΥ

Professional Development/Tuition Assistance Application

Instructions:

1. Complete the professional development assistance application and attach descriptive information regarding the course(s) or program you wish to enter.
2. Meet with the Metropolitan to discuss your assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the Metropolitan will grant approval to continue the process.
3. Submit the original, signed form to the Greek Orthodox Metropolis of Chicago office for final review.
4. **Advancement of Funds:** If funding is approved, a check for one-half (50%) of the program cost per semester (in the case of higher education programs) or per year (for annual non-degree programs) will be advanced to you.
5. **Reimbursement of Funds:** Upon completion of each course/semester, submit a copy of your grade report to the Chancellor of the Greek Orthodox Metropolis of Chicago. If the course or semester was successfully completed, the other one-half (50%) of the costs will be reimbursed to you. If the course or semester is not successfully completed, or if the clergyman is no longer in good standing with the Church, payback of the advanced tuition is expected.

Application:

Date: _____

Name of Applicant: _____

Parish: _____

Parish City & State: _____

Course Title: _____

Course Dates: <<Month, Day, Year>> to <<Month, Day, Year>> _____

Degree sought (if applicable): _____

Name of Institution: _____

Address of Institution: _____

Course Expenses:

Tuition: \$ _____

Fees: \$ _____

Books/materials: \$ _____

Total Cost: \$ _____

Your Contribution to Total Cost: \$ _____

Your Parish's Contribution to Total Cost: \$ _____

Requested Amount of Reimbursement: \$ _____

What long-term goal is this program/course intended to help you reach (250 words):

If seeking a degree program, please attach a brief outline of the course included in the program from the college catalog, program brochure, or website. In addition, please attach a signed letter from the Parish Council stating that they will support the priest during his time in the program and will allow him time for class and studies.

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of B or better for graduate courses) of each course and submission of all receipts and paid bills within 30 days thereafter. I further understand that failure to successfully complete any course(s) or if I choose to leave the Metropolis of Chicago within 2 years after successful completion of the degree, it will result in an obligation to repay the Greek Orthodox Metropolis of Chicago the amount of tuition advanced.

Priest Signature and Date