



## Church Matching Gift Program

### Guidelines

Dallas Baptist University offers a Church Matching Gift Program to support DBU students receiving financial assistance from designated Christian Churches. Through this program, DBU will match qualifying church contributions up to a maximum of \$3,500 per student per academic year. Below are the scholarship provisions and eligibility requirements that both participating churches and students must carefully review and adhere to qualify for the matching funds.

**Eligibility:** The scholarship program applies for both graduate and undergraduate students, full-time or part-time. Online-only programs receiving a discounted tuition rate are not eligible for the church matching scholarship.

**Organization Requirements:** This scholarship program exclusively matches funds from Christian churches that affirm Jesus Christ as Lord and Savior. Contributions from denominational bodies (e.g., Baptist General Convention of Texas, United Methodist Conference) or parachurch organizations (e.g., Campus Crusade for Christ, BSM, Focus on the Family) do not qualify for matching under this program. Only direct contributions from eligible Christian churches will be considered. The recommended student must be an active member or student member in the church providing the scholarship. A student can only receive church match funds from one church per academic year.

**Maximum DBU Match:** Scholarships under this policy are limited to a \$3,500 DBU match per academic year per student. The academic year begins with the fall terms (including August mini-terms), extends through winter and spring terms, and ends with the summer terms. The DBU matching scholarship can only be used to cover current actual costs charged to the student account within the current academic year and not for past bills. Any unused matching gift portion of the scholarship may be moved forward to another semester within the same academic year, but cannot be transferred to another future academic year. There will be no exceptions to this policy.

**Pass Through Gifts:** Scholarship funds given to DBU should be managed by the church and cannot originate with the student, the student's family, or with friends who give to benefit a specific student, creating a "pass through gift" situation. DBU's Church Matching Gift Program is consistent with federal Internal Revenue Service regulations that restrict donors from financially supporting individuals through scholarships for the purpose of obtaining a tax benefit. The church should explain these limitations to individuals who contribute to the scholarship fund. Contributions to the scholarship fund for which a tax benefit will be sought should not be motivated by a desire to assist a specific student, but rather a general desire to assist students from the church who are pursuing their education at DBU. Any questions regarding this issue should be independently directed to a competent attorney, CPA, or tax consultant.

**Fund Management:** Before a scholarship gift is made to DBU, the church must determine that this scholarship program is within its benevolent and charitable purposes. While the church may recommend a student for the scholarship, final discretion remains with DBU.

**Payment Process:** All Church Ministry Matching Gift disbursements must be made payable to Dallas Baptist University. Checks should be sent to the Office of Financial Aid c/o Dallas Baptist University, 3000 Mountain Creek Pkwy, Dallas, TX 75211. Each check must include a notation specifying: The student's full name and student ID (recommended recipient) and the semester to which the scholarship should be applied. A church check is the preferred method of payment. If the payment is made via a wire transfer, cashier's check, or money order, it must be accompanied by a letter on church letterhead that includes all required students and scholarship details. Payments cannot be made using cash or credit cards, and all payments must be in U.S. dollars.

**Unused Funds Policy:** Unused matching funds can be moved within the academic year but cannot carry over to future academic years. Any remaining funds after summer are forfeited.

**NCAA Compliance:** DBU cannot provide matching funds for NCAA Division I athletes receiving athletic scholarships.

**Additional Information:** The Office of Financial Aid reserves the right to request additional documentation from the churches participating in DBU's Church Matching Gift Program to verify eligibility. DBU will have final say related to questions of eligibility for a specific student or church.

*Please note that no provisions of this policy constitute or may be relied upon as legal or tax advice.*