

**Loyola Marymount University
LMU Extension
Catholic Bible Institute**

Information regarding Tuition Assistance

- The criteria for granting Tuition Assistance is based on economic need and the seriousness with which the student pursues certification; the maintenance of a letter grade of a “C” or higher is required for continued Tuition Assistance.
- The amount of a scholarship cannot surpass 50% of the cost of the course or program.
- You can request the scholarship application form from the Coordinator of the Catholic Bible Institute (CBI), or in writing from Mrs. Pat Ranftl, the Records and Registration Specialist at LMU Extension.
- Once you have obtained the form, fill it out and send it to Mrs. Pat Ranftl at the address indicated below. If you have any questions regarding the form or for assistance with registration, please direct your questions by e-mail to Mrs. Pat Ranftl (pranftl@lmu.edu) or to the Coordinator of CBI (909-425-1187; jmacosta@dslextreme.com).

Ms. Pat Ranftl
LMU Extension
1 LMU Drive, Suite 1840
Los Angeles, CA 90045-2659

- It is urgent that your application have a copy of your federal taxes attached. In certain cases, other documentation of family income can supply the tax amount for the application form. Speak with the Coordinator to obtain exact information.
- Along with your application, we ask that you fill out the Enrollment form that corresponds to the Catholic Bible Institute for the Spring 2008 semester. One must remit an advance of 50% of tuition (\$145 is 50% of the tuition for a semester). After your request has been evaluated by the University Scholarship Committee, you will receive a letter informing you of the amount of the scholarship that will be granted. Should the amount awarded be less than \$145, the letter will indicate the amount you will have to pay to cover your remaining course tuition.
- The committee will review your scholarship application once all the forms have been filled out and all required documentation has been received. All applications and required documentation, in addition to your registration for the Catholic Bible Institute (Spring 2008 semester) must arrive at the University no later than Tuesday, January 22, 2008.
- Scholarships are granted for one entire year of the program. For example, if you receive a scholarship for the first semester of Year I, you do not need to re-apply for the second semester. However, to receive a scholarship for the following year, you must re-apply.
- Thank you for your interest in the Catholic Bible Institute, jointly sponsored by LMU’s Center for Religion and Spirituality and the Diocese of San Bernardino.