

## ***NCCUMC COS Scholarship Procedures***

Email your course registration confirmation to your DS and Registrar at registrar@nccumc.org

Once email confirmation has been received by the Registrar, a scholarship check will be issued directly to the student from the Office of Clergy Life based on the number of courses registered on the emailed receipt.

*\$400 per course with a max of \$1,600 per academic year*

***Please ensure we have your current address on file***

Students pay all COS related expenses directly to Duke/hotel/etc.

***It is your responsibility to request and submit a current transcript to the Office of Clergy Life following each session.***

***\*\*Please note if any pastor enrolls late or the course is not available OR any pastor drops out of any course for any reason, the pastor is expected to repay the conference the full amount.***

Please return funds to:  
NCCUMC  
Office of Clergy Life  
700 Waterfield Ridge Place  
Garner, NC 27529

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*In accordance with the Book of Discipline, the following is a recap of Course of Study guidelines for local pastors:*

- *Full time local pastors have a total of 8 years to complete the basic Five-Year Course of Study; they are **required by the Book of Discipline to enroll and complete four courses per year.** FLs MUST attend Summer COS – they are not eligible for Weekend COS.*
- *Part time local pastors have a total of 12 years to complete the basic Five-Year Course of Study; **required by the Book of Discipline to enroll and complete two courses per year.** PLs may attend either the Summer or Weekend COS with the approval of their superintendent and church.*