



Shalom Project Ministry Trips Money Policies and FAQs



1. In order for a donor to receive a charitable contribution receipt, all checks must be payable to: Olivet Nazarene University.
2. Students must not seek donations to be applied to other “outside expenses” of any kind including school bills or car loans. Donated monies cannot be withdrawn to use for passports, shots, supplies or other trip expenses.
3. **What is the contribution amount used for?** Ministry trips through the Shalom Project are self-funded program and not supplemented by any other source. All contributions go directly toward transportation, room and board, sponsor costs, training materials, insurance, supplies, and project costs. Trip costs are divided equally among team members. Students are responsible for any additional fees associated with the trip such as passports, visas, and vaccinations.
4. **What is the payment schedule?** This schedule is provided to keep you on track and insure there is enough money in the trip accounts each month to cover expenses that must be made in advance for reservations and supplies.
5. **What if I cannot keep up with the payment deadlines?**
First, we ask for your complete diligence. Second, we are already putting down deposits for travel and reservations/registrations. You must have enough funds in your account to cover these deposits. **Your airline ticket will not be purchased with the groups’ unless you have the full cost of the ticket in your account. You will be responsible for paying any additional costs incurred for late purchase.**

The total amount must be paid before departing campus on the trip. **A valid credit card must be put on file for all outstanding balances and will be charged in the event that the balance is not paid within 7 days of return from the trip. If no credit card is available, you will be responsible to cover the remaining balance. Failure to assume full responsibility for your trip may result in denial of graduation or holds on your student account.**

6. **What if I raise excess funds?** If your personal contribution (non-donor \$) is over and above the cost of the trip, you may apply for a refund after the overall total trip expenses have been balanced upon return. Donated funds may not be forwarded to future trips. However, excess donated funds will be allocated to total trip expenses, project funds, donation to the host organization, or the Shalom Project ministry programs at the discretion of the Director of Missions.
7. **Refunds:** In order to comply with IRS regulations regarding charitable contributions, donated money may not be refunded under any circumstances. ALL donations to ministry trips through the Shalom Project will be considered charitable contributions, and each donor will receive a receipt to acknowledge their gift.

8. **Tax deductions for missions:** Gift monies contributed to the trip may be used as a tax deduction. Olivet will issue a receipt to the donor (whether parent or other), however, it may not be refunded under any circumstance. If parents would like the option of possible refund in the case of any overage, they must enter it as a payment at Miller Business office and will NOT receive a tax receipt.