



# Application for IAPCHE Institutional Membership

## ◆ Institution Information

**Institution Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Web Address: \_\_\_\_\_ Year Founded: \_\_\_\_\_

**Head of Institution:** President Principal Vice-Chancellor Dean Other \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Year of Appointment: \_\_\_\_\_

Assistant Name: \_\_\_\_\_

Assistant Email Address: \_\_\_\_\_ Assistant Phone #: \_\_\_\_\_

**Chief Academic Officer Name:** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

*The official liaison to IAPCHE is responsible for communicating with the IAPCHE central office, ensuring dues are paid on time, and managing the member account on [www.iapche.org](http://www.iapche.org)*

**Liaison to IAPCHE Name:** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

## ◆ Alignment with IAPCHE's Mission

*IAPCHE's mission is to serve Jesus Christ as Lord through the promotion of integral Christian higher education worldwide through distinctive programs, decentralized governance, and global reach.*

### **Step A: Purpose/Basis Statement**

Please confirm that your institution aligns with our mission by attaching the purpose/basis statement. Please check the box below to indicate that you have completed this step.

\_\_\_\_\_ Attached is a copy of our institution's purpose/basis statement

### **Step B: Letter of Recommendation**

IAPCHE also requires that you submit a letter of recommendation from a current IAPCHE member institution, indicating your institution's alignment with our mission. You may

- Attach the letter here
- Instruct the recommender send it by email to [office@iapche.org](mailto:office@iapche.org)
- Instruct the recommender to send it by postal mail to 3201 Burton St. SE; Raybrook Building, Suite 204; Grand Rapids, Michigan, 49546 USA

If it is not possible for you to send recommendation from a current IAPCHE member institution, please send letters from two Christian academics not employed by your institution who can vouch for your institution's alignment with IAPCHE's mission. They may be sent using one of the three methods listed in bullets above.

## ◆ Membership Dues

Membership dues support IAPCHE's activities in informing, equipping, and connecting Christians in higher education worldwide. These dues are based both number of students and income level of home country. Dues may be phased in over a three-year period.

### **Step A: Dues Amount**

Using the attached chart for reference, please indicate the level at which your institutional dues payment will commence. In case of financial hardship IAPCHE will consider waiving or delaying payment of dues. Please attach a request letter for such consideration with your application.

Dues Amounts for Next 3 Years: \_\_\_\_\_

Year 1

Year 2

Year 3

### **Step B: Indicate Preferred Payment Method**

Attached is a payment method guide indicating several options for payment. Please consider which method will work best for you. Once approved for membership, we will contact you to process your payment.

### **Step C: Indicate Invoice Preferences**

*In the next section, please tell us how you would like to receive invoices for annual membership dues. **Invoices will be addressed to the Head of Institution and copied to the IAPCHE Liaison**, yet you may indicate if an email copy should be sent to another individual (such as an assistant or financial office).*

Send invoices via (circle):      Email              Mail              Both

In addition to Head of Institution and Liaison please also send a copy to: \_\_\_\_\_

Position/Office Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Notes: \_\_\_\_\_

*Yes, our institution agrees to support IAPCHE's mission to serve Jesus Christ as Lord through the promotion of integral Christian higher education worldwide through distinctive programs, decentralized governance, and global reach.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Role in Institution: \_\_\_\_\_

***Thank you for joining and supporting IAPCHE's worldwide family!***

Please email this form to [office@iapche.org](mailto:office@iapche.org).

Your information will be converted to your member profile on [iapche.org](http://iapche.org).

Feel free to email Laura ([office@iapche.org](mailto:office@iapche.org)) with any questions.