

Centre for Christian Studies Bursary Policy



reviewed by Finance March 2008
reviewed by Finance April, 2006
Approved by Council September 25, 2003

Eligibility

The primary intent of Centre for Christian Studies bursaries is to support the Centre for Christian Studies long term students. Bursaries will be made on demonstrated financial need, and where appropriate, on the criteria outlined in Designated Bursary Funds. Priority will be given to diploma and year-long certificate students and, normally, bursaries will not be given to those who take the Leadership Module only. Casual students (for eg. those attending the Global Perspectives Experience only) do not qualify for the Centre for Christian Studies Bursaries. Students who do not qualify for the Centre for Christian Studies Bursaries will be encouraged to search out support from other continuing education funds.

Application and Deadlines

Financial need will be assessed from the information provided by students when they complete the Centre for Christian Studies Bursary Application for Upcoming Academic Year form. This form will be updated occasionally and will include a copy of the Centre for Christian Studies Bursary Policy. This application will be sent to all eligible students who request it in March of each year with a **deadline for return of May 1**.

The majority of the available bursary money will be awarded at this time. However, some will be held in reserve and students may make an emergency application should their circumstances change at any time during the year.

Awarding of Bursaries

The bursary applications will be reviewed by a Bursary Team consisting of a member of the Finance Committee (appointed by the Committee), the Office Administrator/Registrar and Principal. They will have responsibility to determine the amount of all bursary awards. The Bursary Team will keep the financial information shared by students confidential. All students awarded will be requested to write a letter of appreciation to a CCS contributor.

Source of Money Available for Award

The Centre for Christian Studies Bursary funds come from two sources:

- a) United Church of Canada Student Financial Aid. This is an amount of money granted through the Congregational, Educational, and Community Ministries (CECM) Unit upon receipt of the Centre for Christian Studies application. The amount is determined by a formula which includes the number of United Church of Canada candidates and the amount of bursary money available to the school from other sources.
- b) The Centre for Christian Studies Bursary Funds. These funds include general bursary funds and some designated funds.

Amount to be Dispersed

Normally, the practice will be to allocate in June, as general bursary, up to 90% of the amount available from the two sources of Bursary support, less the reserve Therapy Bursary. The remaining 10% may be awarded in general bursary if application is made. Any money remaining at the conclusion of the

academic year will be retained as Bursary Funds for future allocation.

Reserve for Emergency

The Bursary team will hold in reserve 10% of the amount available for general bursaries for that academic year for emergency awards throughout the year.

Therapy Bursary

For each academic year the Bursary team will hold in reserve \$1,000 for Therapy Bursaries. This bursary would be awarded to a student on the recommendation of Program Staff, taking into account the financial need of the student. Normally, the bursary would be available for up to 10 sessions at a maximum per session of \$35.00. Students who are candidates for Diaconal Ministry in The United Church of Canada will be notified of The United Church of Canada Employee Assistance Plan. All candidates have access to this plan.

Notification to Students

After bursaries have been awarded students will be notified of the award and will have their Centre for Christian Studies account credited. All general bursary money is to be applied to the Centre for Christian Studies tuition.

By February 28 of each year, students will be sent a T4A to be used in reporting their income. All bursaries must be reported as income, and as such, are taxable.

Amount of Bursary

A Centre for Christian Studies bursary will not normally exceed 90% of the Centre for Christian Studies tuition.

Student Withdrawal

If a student who has been awarded a bursary either withdraws from the program, or changes status (from full time to part time) the bursary award will be reassessed on a prorated basis.

Policy Review

It shall be the responsibility of the Finance Committee of the Central Council of the Centre for Christian Studies to periodically review this policy and make recommendations for changes to the Central Council for approval.