

Centre for Christian Studies Bursary Policy

Purpose:

The Centre for Christian Studies bursaries are given to support the Centre for Christian Studies certificate and diploma students.

Policy:

Eligibility

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 Development Module only except those eligible for the Anglican LDM Bursary. Casual students (for example, those attending continuing education events only or those taking cross-listed CCS courses for credit in their institution of registration) do not qualify for the Centre for Christian Studies Bursaries. CCS students who do not qualify for the Centre for Christian Studies administered bursaries will be encouraged to search out support from other continuing education or bursary funds.

Criteria

Bursaries will be given based on financial need based on household income, current assets and essential expenses as stated by the applicant on the Bursary Application Form. Normally bursaries will only be given when essential expenses exceed household income and savings and to students who would otherwise be unable to attend CCS. Additional criteria may be applicable depending on the source of funds for the bursary being given.

Amount of Bursary

A Centre for Christian Studies bursary will not normally exceed 90% of the Centre for Christian Studies tuition. Emergency Bursaries may be used for purposes other than payment of tuition.

Amount to be Dispersed

The amount of money available for distribution from CCS's general bursaries in a given year will be an amount up to 70% of the prior year's earnings in interest on the capital in the Bursary Fund account with 30% returned to ensure ongoing capital of the General Bursary Fund. Bursaries which have been established as declining bursaries or which are not perpetual bursaries (e.g. if a donor gives a specific amount each year that is to be given in that year) are not required to re-invest money in those accounts.

Normally, the practice will be to allocate at the time named by the Bursary Working Group, as general bursary, up to 90% of the amount available from the two sources of Bursary support. The remaining 10% may be awarded in emergency bursaries 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 Working Group will hold in reserve 10% of the amount available for general bursaries for that academic year for emergency support throughout the year.

Notification to Students

After bursary amounts have been determined, students will be notified of the bursary 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.

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.

Procedures:

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. The majority of the available bursary money will be awarded at the time announced annually by the Bursary Working Group. 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 Working Group consisting of a member of the Finance Committee (appointed by the Committee), and a person at arm's length from CCS. They will have responsibility to determine the amount of all bursary awards. The Bursary Working Group 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. Normally all money received in a given year from the United Church is used for bursaries with none used for investment in the CCS General Bursary Fund.
- b) The Centre for Christian Studies Bursary Funds. These funds include general bursary funds and some designated funds.