

## **Bursary Working Group**

### **Purpose:**

The Bursary Working Group distributes bursaries to CCS Diploma and certificate students needing financial aid.

### **Responsibilities**

1. Be familiar with the bursaries available through CCS and their terms of reference.
2. Work with the Principal on the annual application to the United Church for bursary funds.
3. Establish and maintain clear criteria for distribution of all bursaries administered by CCS.
4. Be familiar with CCS bursary policies and recommend any policy changes needed to the Council through the Finance Committee.
5. Set a date in cooperation with the Principal by which applications are due.
6. Design an application form for students and ensure its distribution.
7. Receive applications and determine what student aid will be given to students based on the criteria for distribution.
8. Inform the students and the Administrative Assistant of amounts approved for each student. The Administrative Assistant will credit the tuition account of the student with the amount named by the Bursary Working Group.
9. Request all students receiving bursaries to write a letter of appreciation to a CCS contributor.
10. Distribute Emergency Bursaries to students who need them upon recommendation of the Principal.
11. Ensure that the Administrative Assistant has all needed information to prepare T4A slips for students.
12. Minute all meetings

### **Membership**

1 member of the Finance Committee (appointed by the Committee)

1 person at arm's length from CCS who will convene the Working Group

The Bursary Working Group will keep the financial information shared by students confidential.

### **Accountability**

To Central Council through the Finance Committee for planning, budget and policy matters.

To the Principal for administrative matters.

The Bursary Working Group will submit a copy of minutes to Administrative Assistant for official records.

### **Meetings**

At the call of the Convener. A significant amount of work is needed for decision making following the deadline for applications, with lesser amounts at other points in the year.

**Terms of Appointment**

2 years, renewable twice

**Supporting Policies**

- Bursary Policy
- Bursary Scholarship Investment Fund

**Add to file:**

- Information about bursary criteria.
- Application forms for students.
- Application forms for United Church Bursary grant.
- Handout sheets of the bursary background and contact information for students to write thank you letters to donors.

**Work to be Done:**

- Clarify how the annual United Church Bursary money has been used, how it ought to be used according to the United Church, and how CCS has connected the amount of money in its application to the UCC and its distribution to students (especially considering the time lag between these).
- Monitor the usefulness of the current criteria and propose any needed changes to the Council through the Finance Committee.
- An overall review of the Bursary situation should be done. The policy criteria for distribution are minimal. There should be an analysis of the money available from the funds and the relationship of that to the needs of students. Currently the Bursary policy says that the maximum bursary is 90% of tuition (it is not clear that this was the practice in past years especially in relation to the use of United Church Funds but it is the policy). Is this what we want? Should students who need living expenses or other support be able to apply for more? Or is it assumed they need paid field placements? Paying only tuition out of bursary funds may be a good policy (although the Emergency Fund can be available for uses other than tuition) but the whole issue of bursaries is due for a conversation by Council.