



## Bursary Policy

### Introduction

1. The aim of this policy is to guide students in making a bursary application and to provide a clear framework for College staff awarding bursaries. Spurgeon's College has always reflected the generous nature of founder CH Spurgeon and still firmly believes that a lack of funds should not be a barrier to people being equipped for Christian mission and ministry.
2. The College has finite funds available for distribution as bursaries and these are drawn from the return on investments and restricted gifts from donors. It is useful for students to know that their fees are already effectively subsidized by 25% each year, due to unrestricted gifts from our donors and supporters helping us to keep our fees manageable.

### Decision making

3. Bursaries are awarded at the discretion of the Bursary Committee, which will normally be comprised of the:
  - Director of Ministry Formation and Training
  - Academic Director
  - Chief Operating Officer
  - Head of Finance
4. Bursary applications are means tested with reliance placed upon the integrity of students to provide accurate financial information. The Bursary Committee will weigh the applications against each other with an eye on the level of funds available at that time. The Committee will consider factors such as:
  - Academic potential and progress of the applicant
  - Efforts by the applicant to secure other funding
  - The payment history of the applicant (if currently studying)
  - The level of study – *a ministerial student studying at bachelors level is more likely to receive a bursary than an ordained minister working towards a PhD*
5. There are certain funds that have detailed restrictions that can be drawn upon, such as:

*Vectis Fund:*

- *Students with connections to the Isle of Wight, Hampshire or Dorset*
- *Students who are preparing for overseas mission.*

*Copley Fund:*

- *Baptist Union students with preference given to those from*

*Yorkshire. Pringle Fund:*

- *Ministerial students from the North West or North of*

*England. BME fund:*

- *Students from black and minority ethnic backgrounds who are studying with a view to developing their role in ministry.*

6. There are other funds without restrictions that can also be used to support students in financial need.
7. Awarded bursaries are deducted from the student's outstanding fees or used to offset fees from the next year of study.
8. Students on the Counselling or the Equipped to Minister Courses are *not* eligible for Spurgeon's College bursaries.

## **Timing**

9. The cut-off date for bursary applications is **1<sup>st</sup> November** each year. Students entering the College during that summer are welcome to apply, as it will help with their financial planning. The Bursary Committee will meet and make its decisions on or around **15<sup>th</sup> November** each year.
10. It is possible that a second round of bursaries may be available within the academic year, dependent on funds, and students will be informed of this through announcements in Chapel, emails and printed notices.

## **Location and structure of forms**

11. The bursary form can be found in Moodle (The College's virtual learning environment) under the Finance tab. Hard copies are also available from the Head of Finance.
12. The form is divided into two sections, *expenditure* and *income*. It is important that applicants fill in the form honestly (particularly income) to give a true picture of their finances for the year. A total lack of income would need explaining on an accompanying note.
13. Applicants should note the clearly marked difference between *annual* and *monthly* figures required on the form. Assistance and clarity may be sought from the Chief Operating Officer or Head of Finance.

<b>Document control box</b>			
Title	<b>Bursary Policy</b>		
Date approved	June 2016	Implementation date	
Next review date	June 2021		
Version	Oct 2020	Supersedes version	2
Approving body	<b>Governors</b>		
Quality Code consulted			
Member of staff responsible	<b>Chief Operating Officer</b>		