

BURSARY POLICY

Approved by Council: 16 March 2011
Revised by Council: 12 August 2015



Related Documents

Regulation 44, Fund Record 3: Bursary Fund

1. Rationale

Whereas the Bursary Fund is established to assist University of Divinity students in financial need, and expenditure from the Fund may be authorised by the Grants Committee, this policy enables the application for and award of bursaries.

2. Scope

- 2.1 This policy applies to domestic and overseas students currently enrolled at the University of Divinity who meet the eligibility criteria.
- 2.2 Bursaries may be granted toward the payment of tuition fees, to support the cost of living during a period of study, or to support the purchase of study materials.
- 2.3 The amount available for bursaries each year is determined by the Grants Committee.

3. Eligibility

- 3.1 An applicant must demonstrate capacity for and commitment to study, evidenced by the successful completion of at least one unit of study at the University of Divinity prior to making application for a bursary.
- 3.2 The application must be supported by a senior officer at the applicant's College.
- 3.3 Applicants who have previously been awarded a bursary but have failed one or more units of their course may apply for a further bursary but must show cause as to why a further bursary should be granted.

4. Criteria

- 4.1 Applications must be assessed against the following criteria:
 - a) The degree of financial need;
 - b) The student's eligibility to receive Austudy, Abstudy, or other government assistance;
 - c) The student's eligibility to access FEE-HELP loans;
 - d) The sources of income or support that are available to the student.
- 4.2 Preference may be given to students undertaking their first award in theology and to those nearing completion of their course.

5. Application

- 5.1 Application must be made on or prior to the first teaching day of each semester as published in the University Calendar.
- 5.2 Application must be made to the Office of the Vice-Chancellor on a Bursary Application Form, available from the University of Divinity website.
- 5.3 A bursary may only be awarded for one semester, but a student may apply for assistance in successive semesters.
- 5.4 The Chief Financial Officer must ensure in advance that College Principals and Registrars are aware of the closing dates for Bursary Applications.

6. Assessment

- 6.1 All applications for bursary assistance are assessed by a panel comprising the Chief Financial Officer, the Business Manager, and the Director of Academic Services, and award of bursaries is made by unanimous decision of the panel.
- 6.2 Applications are assessed for eligibility according to the criteria detailed in section 3 and, after any ineligible applications are excluded, are ranked according to the criteria detailed in section 4. The ranking is then applied to eligible applications by the panel.
- 6.3 A bursary may be awarded for an amount less than the amount sought at the panel's discretion.
- 6.4 The panel has discretion to award no bursaries or to award bursaries to a total amount less than the funds set aside by the Grants Committee for bursaries, and has discretion to award part or all of the available funds in one semester.

7. Reporting

- 7.1 All applicants and the Principals of their respective Colleges are informed of the outcome of their application no later than census date of the semester in which they applied.
- 7.2 The Chief Financial Officer must prepare a report each semester and present it to the Grants Committee as acquittal of the bursaries awarded.

8. Confidentiality

- 8.1 The privacy principles which apply to student records also apply to bursary applications and their outcomes.

9. Date of next review

- 9.1 This policy is to be reviewed no later than 31 December 2019.