

Providing Financial Assurances for 2020 entry

Ordinands

For those going through the Church of England selection procedure for ordained ministry, please ensure that you are in contact with your Diocesan Director of Ordinands (DDO) regarding the financial planning for your possible training. This is so that you are aware of the processes involved, the forms you will need to fill in and budget setting that you may need to do in order to activate funding should you be recommended for ordination training.

The normal expectation is that funding for a candidate's fees is provided by Ministry Division to the sponsoring diocese, who in turn pay the training institution, and that your sponsoring diocese will cover living expenses and advise you of additional grants/allowances available.

Financial Assurances Process

Stage 1: Application Form

- On the application form, we ask the number of years training your DDO has indicated you will be funded for and also if there is anything you would like to let us know about the proposed funding for your training.

Stage 2: Offer of a place

- Any offer of a place to study at Oak Hill will be conditional on your satisfactorily completing and returning a Financial Assurances Form which then needs to be signed off by us. Please find attached a sample copy – the actual form for completion will be provided at offer stage.
- Should you wish to train at Oak Hill, once you have been recommended for ordination training, you will need to agree with your DDO that you may accept the offer of a place from Oak Hill.
- When you accept the offer, we will ask you to send us a copy of your Candidate Formation Plan. This is a document where your DDO records what is envisaged for your formational pathway.
- Once we receive both your acceptance of the offer and Candidate Formation Plan, we will send a 'Confirmation of Ordination Training' (COT) form to your DDO with an initial section completed. Your DDO will be asked to complete another section of the form and return it to us as confirmation that the diocese will fund the pathway. A copy of the form is also sent to Ministry Division.

Stage 3: Financial Assurances Form

- The Financial Assurances Form is the means by which you will show us how you will be funded. Please look at the sample form to see the information you will need to provide. In particular, if your anticipated expenditure budget for the first year of your studies exceeds the level of support you expect to receive from your diocese and from Ministry Division via your diocese, please list your other sources of funding and attach supporting documentation as directed on the form.
- When you return the form to our Admissions Office, it will be reviewed by our Director of Operations and Finance. If any more information is required at this stage we will let you know.
- If you expect your diocese to cover your anticipated expenditure budget in full, your form will be signed off once we receive the completed COT form from your DDO.

Stage 4: Assured Place

- Once we are happy with the information you have provided on the Financial Assurances Form, we will confirm that this condition of the offer has been satisfied.

- Assuming that all other conditions of the offer have also been satisfied, we will then confirm that you have an Assured Place.
- When Ministry Division process your COT form, they send us a copy of your BAP report.

Stage 5: Next steps

- Once you have an Assured Place, you may be considered for the allocation of College-owned accommodation, if you have applied for it at the stage of accepting the offer of a place. Please see the separate accommodation information sheet for further information.
- Ministry Division funding is given to your diocese which then has the responsibility for your financial support. Your diocese pays tuition fees to the training institution and certain maintenance allowances directly to you. Please note that different processes have been established by Ministry Division for the payment of single and married accommodation charges:
 - Married students: diocesan maintenance allowances are paid to students and then the student pays directly for their accommodation, whether to Oak Hill or an external landlord
 - Single students: Oak Hill will bill your diocese for your term-time accommodation and so you will not be invoiced directly for that. However, as College accommodation is offered on a 52 week basis, we need to invoice you directly for vacation accommodation. Vacation accommodation is normally included in your diocesan maintenance allowances and so, while you will pay College directly for vacation accommodation, we would expect your diocesan maintenance allowances to cover this.

Please note that if your circumstances change at any point, we ask that you let us know as soon as possible so that we can help you where appropriate.

Financial Assurances Form for the 2020/21 Academic Year

New Students: Ordinands

The purpose of this form is to show us how you plan to fund the first year of your studies.

- All students should complete Section A of this form
- If there will be a shortfall between your diocesan funding and your tuition fees/living expenses, please also complete Section B and attach supporting documentation as listed in the table overleaf.

Please return the completed form with relevant documentation, as appropriate, to the Admissions Office. Upon receipt of your form, we may ask for further details.

Section A

Your name:	
Your programme (e.g. DipHE):	Mode of study:
Marital status:	Number of children:

Do you expect your diocese to cover your tuition fees and living expenses in full during 2020/21?

Yes No

If *no*, please complete section B of the form.

Statement

- I confirm that the information I provide on this form is complete and accurate

Signed: _____ Date: _____

Section B

1. Please explain the fees and/or living expenses that you expect your diocese to cover:

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2. What is the shortfall between your diocesan funding and your 2020/21 tuition fees and living expenses?

£

3. Please list out below your *confirmed* sources of support for the 2020/21 academic year, including the amount you will receive from each source. Please note the form of supporting documentation required and attach it to your form.

Source of support (examples)	Amount (£)	Documentation required	Supporting documentation attached? (If no, please explain why)
Trust (provide name)		Letter/email from trust administrator	
Trust (provide name)		Letter/email from trust administrator	
Trust (provide name)		Letter/email from trust administrator	
Church (provide name)		Letter/email from church official	
Personal supporters		List of supporters and approximate amounts. If anyone on the list gives >£500, please also attach letter/email from them	
Parents' support		Letter/email from parent	
Part time work		Payslip or P60	
Spouse's pay		Payslip or P60	
Personal savings (the amount relevant to meeting your budget)		Bank statement	
Student finance: tuition fee loan and/or maintenance loan		Letter/email from SLC	
Government allowances (e.g. child benefit or child tax credits)		Highlighted lines in bank statement or letter confirming amount paid	

Total confirmed support

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Please continue on a separate sheet if needed

4. If you have not yet met your budget for the 2020/21 academic year through your confirmed support, what additional sources of support are you exploring? For each source of support, please indicate the approximate amount you hope to receive and the anticipated timeframe for support to be confirmed.



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