



## **Bursary Scheme for Students wishing to apply for modules within the certificate programme in 2011-2012**

### **Why do we have a Bursary Scheme?**

Although we try to keep our fees as low as possible, we recognise that some people may still find the cost too high. We are an educational charity and it is important for us that students can access our courses, so we offer several ways to broaden access to learning. We can offer students flexible payment options (for example paying week by week), but we can also offer a reduction in the fees through our bursary scheme.

### **What does the Bursary Scheme offer students?**

Qualifying students can apply for a bursary which will typically fund up to a third of the course fee. In 2011-2012 the fee for a module is £85, so a typical bursary award could be £30. Please apply for a bursary at the time you enrol for a module but before paying any fee to us: we will enrol you on the course and then let you know the outcome of the bursary application and ask you to pay the reduced fee. You can combine a bursary application with a request to pay by instalments.

### **Who can apply for a bursary?**

Anyone who applies for a module on the certificate programme can apply for a bursary. You should make a separate application for each module you plan to take. StACCS has decided not to apply any formal or means-tested criteria for eligibility: such fixed rules often exclude people who might need assistance, or open support to others who in fact do not need it. We ask students to make a case for support and each case will be considered on its merits. Typically people with no means of support other than state benefits, people on low wages and people whose children are in receipt of free school meals would qualify for a full bursary. The award of a bursary for one module does not guarantee an award for future modules. Applications for bursaries should be accompanied by a reference or letter of support (from an employer, minister of religion, or other person you trust, a friend or neighbour perhaps, who could support your application) and we ask students to explore other sources of funding (for example support from a local church or grant making body).

### **How does StACCS fund bursaries?**

StACCS obtained a modest amount of funding to set up an initial bursary scheme in 2010-11. It is hoped that we will be able to secure support for future years. We have limited resources available and may not be able to offer support for every application.

### **How can I apply for a bursary?**

To apply for a bursary, please complete the Bursary Scheme Application Form (available from the StACCS web site or by post from the office) and send it to the StACCS office by post along with a letter of support.

### **Letters of support**

We ask students applying for a bursary to provide a letter of support along with their application. For students with a church link, the letter might be provided by their priest, minister or pastor; for other students it could be a friend or neighbour, or an employer. We are simply looking for someone other than the student who can confirm (a) that the student is committed to the course and (b) would find it hard to meet the fee without assistance. StACCS *may* contact the person providing the letter of support, but would never disclose to that person anything mentioned by the student on the application form.

### **How quickly will I hear if I have been awarded a bursary?**

StACCS undertakes to process all bursary requests as quickly as possible, and usually within 10 working days of receipt at the office.

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