

Providing Financial Assurances to Oak Hill College for 2019 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 for Oak Hill College

Stage 1: 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 2: 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 the relevant College officer. 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, your form will be signed off once we receive the completed 'Confirmation of Ordination Training' form from your DDO.

Stage 3: 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 'Confirmation of Ordination Training' form, they send us a copy of your BAP report.

Stage 4: 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 sheet for further information.
- Ministry Division funding is given to your diocese which then has 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. Vacation accommodation is included in your diocesan maintenance allowances and so a single student in 52 week accommodation pays Oak Hill directly for vacation accommodation.

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 2019/20 Academic Year New Students: Ordinands

Name:	Marital status:
Please tick your course: <input type="checkbox"/> CertHE <input type="checkbox"/> MTheol <input type="checkbox"/> FdA <input type="checkbox"/> PGDip <input type="checkbox"/> BA(Hons) <input type="checkbox"/> MA <input type="checkbox"/> Special programme	Number of children:
	Diocese:
Year of entry to course:	For office use
Length of course:	

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 where you will indicate whether you expect your diocese to cover relevant training and living costs.
- If there will be a shortfall between your diocesan funding and your living expenses, please also complete section B in full and attach supporting documentation as listed in the table overleaf.
- All students must sign the form at the bottom of page 2.

Please return the completed form along with relevant documentation, if appropriate, to the Admissions Office. Upon receipt of your form and any accompanying information, we may ask for further details.

Section A

1. Do you expect your diocese to cover relevant costs? Yes No
2. Do you expect a shortfall between your diocesan funding and your living expenses? Yes No
 If you answer **yes** to question 2, please complete section B overleaf.

Please ensure that you sign the form at the bottom of page 2

<i>For Office Use:</i> <input type="checkbox"/> Approved <input type="checkbox"/> All documentation received
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Section B

Please complete this section if you answered yes to question 2 in Section A

Please indicate the shortfall between your diocesan funding and your living expenses: £ _____

Are you applying for a Tuition Fee Loan and/or Maintenance Loan from the Student Loans Company?

Yes No

- Please list out below your sources of support (the table gives examples of sources of support). Where applicable, please indicate the annual amount you expect to receive from each source
- Note the form of supporting documentation required and indicate, as relevant, if the document is attached, government guidance is attached, an application submitted, or if you have not yet requested documentation

Source of support (examples)	Annual amount (£)	Documentation required	Documentation status (e.g. email attached, application submitted)	Office use	
				✓	Notes
Spouse's pay		Payslip or P60			
Government allowances (e.g. child benefit or child tax credits)		Highlighted lines in bank statement or letter confirming amount paid			
Student finance: tuition fee loan and/or maintenance loan		Letter/email from SLC or results of student finance calculator: gov.uk/student-finance-calculator			
Student finance: supplementary grants (e.g. Parents' Learning Allowance)		Bank statement			
Personal savings (the amount relevant to meeting the needs of your budget)		Bank statement			
Trust (provide name)		Letter/email from trust administrator			
Total income	£				

Signature: _____

Date: _____

Please complete this form and return to Admissions Office, Oak Hill College, Chase Side, London N14 4PS