



Capernwray Harbour Bible Centre **Student Bursary Policy**

Purpose

The purpose of this policy is to outline the principles and procedures by which Capernwray Harbour Bible Centre provides financial bursaries to students in need.

Bursaries are designed to assist individuals who demonstrate a genuine financial need and a sincere desire to attend Capernwray Harbour for biblical study, discipleship, and personal growth.

Philosophy

Capernwray Harbour recognizes that financial limitations should not be the primary barrier preventing a person from studying God's Word.

While the Centre operates on a faith-based model and depends on tuition and donations to sustain its ministry, it also seeks to reflect Christ's generosity by extending financial help to those who truly need it.

Bursaries are therefore awarded on the basis of **demonstrated financial need, commitment to study, and availability of funds.**

1. Policy Statement

- Capernwray Harbour Bible Centre may grant **bursaries** to assist qualified applicants with a portion of their tuition or programme fees.
- The bursary programme is **discretionary** and **dependent on available funds** each year.
- The number and amount of bursaries awarded are subject to review and approval by the **Centre Director** or designated **Bursary Committee**.
- Bursaries are **not loans** and do **not require repayment**, but recipients are expected to uphold the standards and spirit of the Capernwray Harbour community.

2. Eligibility Criteria

To be considered for a bursary, applicants must:

- **Be accepted** (or conditionally accepted) into a Capernwray Harbour Bible School programme.
- **Demonstrate genuine financial need** (see Section 4).
- **Exhibit commitment** to personal spiritual growth and participation in the life of the community.

- **Have exhausted other reasonable sources of funding**, including family support, employment savings, or church assistance.
- **Apply before the stated deadline** for the intake period.

Consideration may be given to:

- Students who have attended Holiday Bible Weeks.
- LTS (Leadership Training Students) pursuing their second year of continuation studies at Capernwray Harbour Bible Centre.
- Students who have served as seasonal support staff.
- Students who come from developing world countries and those whose families have served in full-time Christian ministry.

3. Bursary Committee

The **Bursary Committee** will be appointed by the **Centre Director** and may include:

- Centre Director
- Financial Manager
- Bible School Registrar
- Director of Studies

The Committee will:

- Review all bursary applications confidentially.
- Assess eligibility and level of financial need.
- Determine bursary amounts based on available funds.
- Recommend awards for final approval by the Centre Director.

All discussions and decisions will be kept strictly confidential.

4. Application Process

- **Application Form**

- Applicants must complete the official *Capernwray Harbour Bible School Application Form*.
- In addition to the application form, we may require:
 - A personal statement explaining financial need.
 - A detailed outline of financial resources (income, savings, support received).

- Copies of supporting documentation (optional but encouraged).
- **Review and Decision**
 - The Centre Director and/or Bursary Committee will review all submissions.
 - Applicants may be contacted for clarification or additional information.
 - Applicants will be notified **in writing** (email or letter) of the outcome.

5. Disbursement

- Bursary amounts will vary depending on **financial need** and **fund availability**, typically covering a **portion of tuition** (not usually the full cost).
- Bursaries cannot be redeemed for cash and are not transferable.
- Bursary funds are drawn from Capernwray Harbour's Student Fund (as available)

6. Student Responsibilities

Recipients of a bursary are expected to:

- Maintain consistent attendance and participation in all classes, activities, and community life.
- Demonstrate a cooperative and positive attitude consistent with Capernwray's values.
- Communicate promptly with the administration if financial circumstances change.
- Provide, if requested, a short written note of gratitude that may be shared (anonymously) with donors who support the Student Fund.

Failure to uphold community standards or withdrawal from the program may result in forfeiture of bursary funds.

7. Confidentiality and Data Protection

All bursary applications, decisions, and related financial information are confidential. Information will be stored securely and used only by authorized personnel in accordance with the **Personal Information Protection Act (PIPA)**.

8. Policy Review

This policy will be reviewed periodically by the Centre Director and Financial Manager to ensure clarity, relevance, sustainability, and compliance with applicable laws and Capernwray Harbour's mission.