



# Financial Information for Recommended Candidates

**A guide to the new financial arrangements for the  
academic year 2017-18**

## Introduction

Congratulations on being recommended for ordination training. This short guide provides information about the various components of financial support that are payable to you for the academic year 2017/18.

The amount of financial support you will receive as an ordinand depends primarily upon the training pathway that you will be following and the length of your course. It will also be influenced by the scale of your own financial resources.

Your sponsoring diocese has responsibility for your financial support and will typically pay it termly. The diocese is also responsible for payment of the tuition fee charged by the appropriate Theological Education Institution (TEI).

As soon as your training pathway has been agreed, you should complete the Application for Grant for Ordination Training form and send it to your Diocesan Director of Ordinands (DDO) to provide them with the information to enable them to calculate and pay your grant. A copy of this form is printed in Appendix A and is also available separately.

Any questions about financial support should in the first instance be addressed to your DDO. In the event that further information is required please contact:

The Grants Officer  
Ministry Division of the Archbishops' Council  
Church House  
Great Smith Street,  
LONDON SW1P 3AZ  
E-mail: [grants@churchofengland.org](mailto:grants@churchofengland.org)  
Tel: 020 7898 1396

## Training on a Full-Time Residential Pathway

If you are an ordinand following a full-time residential course, you will receive the following support from your sponsoring diocese each year:

Allowance	£
Personal	1,620
Short vacation	456
Long vacation	515

Your annual personal allowance includes a book allowance and an amount to cover travel to and from your college at the beginning and end of each term. The short vacation allowance covers both Christmas and Easter holidays. You will also receive a long vacation allowance if you are continuing the course in the autumn.

A personal contribution towards these allowances will be required if you are in receipt of income from savings and investments in excess of £1,375 per annum. This will be assessed according to standard guidelines by the DDO.

Your diocese will pay your tuition fees, and in addition the appropriate maintenance fee to your Theological Education Institution (TEI) to cover your use of college facilities, study bedrooms etc.

## Training on a Full-Time Non-Residential Pathway

As an ordinand following a full-time non-residential pathway (previously known as context based or mixed mode), you will receive a combined personal and book allowance of £1,176. This is also means tested.

As with residential courses, your tuition fees will be paid by your diocese.

An initial travel allowance between home and your TEI will be paid by your diocese according to the table below. Travel expenses in excess of this are paid at 30p per mile, or the actual cost of public transport. However the total travel expense that can be claimed is limited to an average of £75 across the training period.

Distance between home and TEI (Miles)	Initial Travel Allowance (£pa)
Less than 20	150
21-40	270
41-65	474
66-150	678

## Family Maintenance Support

If you are in **full-time training** your diocese should provide financial support for any dependants you may have whilst you are in full-time training. Your diocese will issue a budget form to enable a diocesan family maintenance grant to be assessed. The amount of maintenance awarded is means-tested.

For a family with two children, the assessment is currently based upon an overall expected family expenditure of approximately £14,622 per annum, plus housing and Council Tax costs. Financial support may also be available for single ordinands beyond the level of the various pathway related allowances.

All full-time ordinands are entitled to a contribution from the Church Times **Train a Priest (TAP) Fund** which depends primarily on the number of children. Levels for 2017/18 are shown in the table below. These contributions are taken into account in the budget assessment described above.

	If in receipt of LEA (government) Award with dependents allowance (£)	If no LEA (government) Award (£)
One child	850	950
Two children	900	1,000
Three or more children	950	1,050
If no children	355	355
Single ordinands	355	355

## Training on a Part-Time Pathway

As an ordinand following a part-time pathway, you will receive a book grant of £309 per annum. In addition, an initial travel allowance is made of £150 per annum, with the ability to claim for your travel expenses in excess of this sum at 30p per mile, or the actual cost of public transport.

A personal contribution towards your book and travel expenses will be expected in some cases where net personal income exceeds £47,600 per annum. This will be assessed according to standard guidelines by the DDO.

As with full-time courses, your tuition fees will be paid by your diocese.

## Dyslexia and Disabilities

Assistance can also be provided for dyslexic or disabled ordinands. Again for further information please contact your DDO, the Ministry Division Grants Officer, or your TEI Principal.

## Personal Debt

Your sponsoring diocese will ask you to complete a Statement of Financial Position form, highlighting any existing debts and continuing financial obligations. You may have already completed this form prior to your attending a Bishops' Advisory Panel. Its purpose is to ensure that ordinands embark upon ordained ministry free of significant financial difficulties. This is of particular importance in the case of candidates who will be ordained to a stipendiary title since the level of stipend is not intended to cover the repayment of existing debts.

## Student Loans

Allowances and financial support from Diocesan Funds for ordination training are allocated on the basis that you will not be receiving loans within the Government Student Loan Scheme. With regard to student loans taken out prior to ordination training, the House of Bishops has agreed that such a loan should not be considered as a debt which is an impediment to ordination.

## Life Assurance Scheme for Married Candidates

All dioceses now participate in the Life Assurance Scheme for Married Candidates (operated by the Ministry Division with MetLife) which provides cover in the event of death of a married candidate (or lone parent) in full time training.

The level of cover provided is currently £96,290 per candidate with an additional £24,260 for each dependent child. The premium will be met by the sponsoring diocese. If you wish to continue with a present life assurance policy, please inform your DDO and the diocese will be able to help towards the costs involved up to £85 per annum.

The Scheme also includes the option of providing cover for any married candidate (or lone parent) to be ordained to a stipendiary title who is training on a Part-Time Course, for a period of three months before the date of ordination. Again, the premium will be met by the sponsoring diocese.

## Council Tax

If you live in College you are exempt from Council Tax. If living outside College you are exempt from the 'personal' element of the tax. For married candidates in receipt of a diocesan family maintenance grant, provision for Council Tax (where applicable) should be included in the estimated budget agreed with the diocese.

A number of local authorities have agreed that, where a married student lives in College-owned or College-managed accommodation, the household should be completely exempt from Council Tax. Married candidates beginning College training are advised to contact their College bursar for current information.

If you are studying on an non-residential full-time or part-time course for 21 hours or more for 24 weeks of the year, you may be able to gain a Council Tax rebate. If you fulfil these conditions and wish to apply you will need a certificate for your council from your Course Principal confirming your eligibility.

## National Insurance

If you are studying full-time then you are not obliged to pay National Insurance contributions during training. You may however choose to pay the Voluntary Class 3 contributions which count towards the basic retirement pension and certain state benefits. Following the reduction of the number of qualifying years for a full basic State Pension to 30 years, it is likely that most candidates will choose not to pay NICs.

## State benefits

**Child Benefit:** This is available to all members of the population with children aged under 16 (or under 19 if they are at school) and income below the threshold set by the Government.

**Child Tax Credit:** Married students with children are expected to apply for this benefit. Unlike Child Benefit, it is means-tested. It is paid by directly to "the person who is mainly responsible for caring for the children in the family". It is paid in addition to Child Benefit. Despite the name it does not require one partner to be working and paying tax. Applicants may check their eligibility online at [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or [www.direct.gov.uk/taxcredits](http://www.direct.gov.uk/taxcredits).

**Other benefits** such as **Working Tax Credit** may be applicable where one partner works more than 24 hours a week (recently increased from 16 hours a week) and there are sizeable childcare costs to be met. But couples without children are able to apply. **Income Support and Housing Benefit** is no longer available to students, but partners may be eligible to claim if savings fall below a certain level. An application form (HCI) for assistance towards expenses is available from doctors, dentists, and opticians when you register at their practice.

## Appendix A

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### APPLICATION FOR GRANT FOR ORDINATION TRAINING

1. Name in full (BLOCK letters).....
  2. Home address .....
  3. Date of Birth..... Married..... Engaged..... Dependant Children.....
  4. E-mail address .....
  5. College/Course/Scheme.....  
Nature of course (Certificate in Theology, etc).....  
Residential/Full Time Non Residential/ Part Time.....  
(if Full Time Non Residential, please attach outline details)  
Duration of Course: From.....To.....
  6. Have you a Scholarship, Bursary or award from other funds? .....
  7. Please give details of your personal resources:
    - (a) Amount of savings in Post Office, National Savings  
Certificates, Building Society, Bank, etc. ....
    - (b) Investments: approximate market value .....
    - (c) Value of other capital assets, property, etc. ....
    - (d) Income from investments per annum (after tax) .....
    - (e) (If applicable) Annual salary during training (after tax) .....
    - (f) (If applicable) Annual pension during training (after tax).....
    - (g) Other annual income (after tax).....
  8. (If applicable) At College, what will be the mileage between home and  
College (single journey)?  
.....
- Signature .....Date.....

Please complete the BACS details overleaf and return the completed form to your  
Diocesan Director of Ordinands.

Name	College/Course/Scheme
Address at College, if known	Home Address
Home Tel. No.	email address (for remittance advice)

**PAYEE BANK DETAILS**

BANK	
BRANCH	
Sort code	<input type="text"/>
Account Number	<input type="text"/>
Account Name	
Building Society Reference	
Signature	Date
<b>For Diocesan Accounts use only</b>	
Entered by	Date

**Please return form to your Diocesan Director of Ordinands.**

If you have any queries with regard to this form please contact Grants Officer on 020 7898 1396  
[grants@churchofengland.org](mailto:grants@churchofengland.org); or [accounts.payable@churchofengland.org](mailto:accounts.payable@churchofengland.org)