

Financial Information for Recommended Candidates

June 2020

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Introduction

Congratulations on being recommended for ordination training. This short guide provides general information about the various components of financial support that will be payable to you during training. The figures used in this booklet are those for the academic year 2020/21.

The amount of financial support you will receive as an ordinand depends primarily upon the training pathway 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. Your diocese is also responsible for paying tuition fees to your 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). This is essential for them to calculate and pay your grant.

A copy of this form is printed in Appendix A and is also available online.

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

The National Ministry Team of the Archbishops' Council
Church House, Great Smith Street,
LONDON SW1P 3AZ

E-mail: grants@churchofengland.org

Tel: 020 7898 1394

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 £1,254. 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/Context will be paid by your diocese according to the table below.

Distance between home and TEI (Miles)	Initial Travel Grant
Less than 20	£159
21-40	£288
41-65	£504
Over 65	£720
Mileage rate 1-4,999	30p per mile
Mileage rate +5,000	20p per mile

You may group journeys together into weekday class sessions, residential weekends, placements, summer schools, etc.

Mileage up to 5,000 miles is paid at 30p per mile and over 5,000 miles is paid at 20p per mile.

Reimbursement of expenses is after the deduction of any initial travel advance and if the claim is for less than the initial travel advance there will be nothing to pay at that stage.

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	1,722
Short Vacation	489
Long Vacation	552

The short vacation allowance covers both Christmas and Easter holidays. You will also received a long vacation allowance if you are continuing your 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 £1,430 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.

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 £15,660 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.

Training on a Regional Course Pathway

As an ordinand following a regional course pathway, you will receive a book grant of £318 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 up to 5,000 miles thereafter at 20p per a mile, or the actual cost of public transport.

A personal contribution towards your book allowance will be expected in some cases where net personal income exceeds £51,255 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 National Ministry Team Division Grants Officer, or your TEI Principal.

Clergy Support Trust

The Trust provides support for clergy and those who are in training for ordained ministry, including:

Free access to their SPCK/IVP Library resource, which makes available over 1,200 titles in e-book format from the SPCK and IVP back catalogues (this is also available to those in IME2).

Health grants to ordinands (please see <https://www.clergysupport.org.uk/health-grants-ordinands>). Full details of the support the Trust can offer are available at www.clergysupport.org.uk

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.

National Tax

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.

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 a 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.

Life Assurance Scheme for Married Candidates and those in a civil partnership

All dioceses now participate in the Life Assurance Scheme for Married Candidates (operated by the National Ministry Team with MetLife) which provides cover in the event of death of a married candidate (or lone parent or those in a civil partnership) 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 or those in a civil partnership) 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.

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.

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.

Universal Credit is being implemented on a phased basis across the country which means that it will not be applied in all Dioceses in September 2020. Even in those dioceses where it is applied, a consistent approach may not be being taken. Accordingly it is not possible to provide standard guidelines for how it will effect ordinand financial support, particularly because it is based on individual finance income, benefit and family circumstances. Further details can be found at <https://www.gov.uk/universal-credit> You may also wish to use an online benefits entitlement calculator such as the one on the Turn2Us website <https://benefits-calculator.turn2us.org.uk/AboutYou>

Universal Credit replaces Child Tax Credit, Housing Benefit, Income Support and Working Tax Credit.



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1. Name in full (BLOCK letters) _____

2. Home address _____

3. Date of Birth ___/___/_____

Married Engaged Dependent Children

4. Email address _____

5. College/Course/Scheme _____

Nature of the course (Certificate of Theology, etc.) _____

Residential/Full Time/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)

Bank Payee Details

BANK									
BRANCH									
SORT CODE									
ACCOUNT NUMBER									
ACCOUNT NAME									
BUILDING SOCIETY REFERENCE									
SIGNATURE									
<u>For Diocesan Accounts use only</u>									
Entered by						Date			

Please return form to your Diocesan Director of Ordinands.

If you have any queries with regard to this form contact Grants Officer on 020 7898 1396

grants@churchofengland.org or accounts.payable@churchofengland.org

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