



BURSARY POLICY

OF THE BAPTIST THEOLOGICAL COLLEGE OF SOUTHERN AFRICA

Policy Number	FN001
Accountable Executive Managers	Principal and Registrar
Policy Owner	Registrar
Responsible Division	FinCom
Status	Approved
Approved by	BTC Board
Date of Approval	21 November 2024
Amendments	
Date of Amendment	
Next Review Date	2027
Key Stake Holders	Students

Signatures of Acceptance:

Board Representative	Charles de Kiewit	Date: 21 November 2024
Principal	Darryl Soal	Date: 21 November 2024
Registrar	Mark Odendaal	Date: 22 November 2024

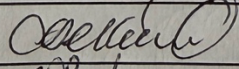
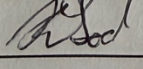
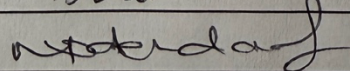


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1. PURPOSE AND SCOPE

- a. A multitude of policies, guidelines and procedures governs the Baptist Theological College of Southern Africa (BTC). These are necessary to ensure that we always act lawfully and ethically, maintain order and discipline and regulate general conduct.
- b. It is necessary to guide on how bursaries are granted within BTC to ensure understanding and compliance with regard to reputational and financial risks.
- c. We also seek to ensure that we create and maintain a transparent environment, we are committed to providing a clear, detailed and structured bursary policy.
- d. BTC is committed to supporting its students and honouring its donors through the wise stewardship of its bursary fund.
- e. The purpose of this policy is to ensure the faithful stewardship of the bursary fund through the fair and consistent granting of bursaries to students and outlining the conditions under which bursaries will be granted.
- f. This policy is relevant to all decisions that affect the utilisation of money from the bursary fund.

2. GUIDING PRINCIPLES

- a. A limited amount of funding is made available to the College to assist students with costs related to completing their studies at BTC. The amount available is dependent on income received from various donors as well as amounts kept in the bursary fund which have been carried over from previous years where donor requests did not demand the short-term utilization of funds.
- b. The College is committed to disbursing bursaries in accordance with appropriate criteria that honour donor requests. (See 3 for more criteria).
- c. Students are invited to apply for assistance when the bursary application forms are made available. These applications are screened by a member of the finance department together with the Registrar and Principal. A recommendation from Management is then made to the Exco for approval.
- d. Bursaries are usually distributed twice a year, in January and July. Additional bursaries may be awarded during the course of a year at the discretion of Management in line with the Levels of Authority of Institutional Management document.
- e. While bursaries are available for both undergraduate and postgraduate students, the allocation and disbursement of these funds shall not favour postgraduate students at the expense of undergraduate students. Equal

consideration will be given to both categories to ensure fair and equitable support for all students.

3. BURSARY CRITERIA, LIMITATIONS AND CONDITIONS

- a. Bursary applications are processed at the discretion of Management and applicants are expected to be honest and transparent on their applications.
- b. Bursaries are considered only for students who have completed a full calendar year of study at BTC (two semesters), allowing management to review their academic performance as a basis for assessment. However, management may make exceptions for applicants with an outstanding record in ministry who also come highly recommended by their Church and Network.
- c. Students are awarded bursaries based on:
 - i. Their background, living situation and/or previously disadvantaged status
 - ii. Their year of study
 - iii. Their previous or current academic performance
 - iv. Their involvement in the life of the College
 - v. Their current local church and ministry involvement as confirmed by their pastor
 - vi. Ministry potential
- d. Bursaries awarded do not cover a student's full fees. Amounts awarded are dependent on funds available and wherever possible, students will be encouraged to pay toward the cost of their studies, course books and accommodation. In the event that resources are available, a portion of bursary funding available may go to student accommodation at the College Flats, as approved by the FinCom.
- e. Failed or repeated courses will not be covered by bursary funding. Once a bursary has been awarded for a course, students have an obligation to be diligent in their academic performance.
- f. Students already receiving a discount in light of any other arrangement will not be considered for further assistance.
- g. Recipients of bursaries agree to disclosure of their academic records, by the College, when requested by relevant donors or the people responsible for the payment of their account.
- h. In the interest of good stewardship and accountability for bursary funds being well utilised, Management, together with the recommendations of the Academic Board and Exco, reserve the right to limit students with a history of poor academic performance from being granted bursaries.

