



What is the College of Counselling Studies (CCS) Scholarship Fund?

CCS is committed to assisting as many students from the Anglican Diocese of Armidale as possible to complete its courses. This includes assisting those students who may be struggling financially. The CCS Scholarship Fund was established to help students residing within the boundaries of the Armidale Diocese who are suffering financial hardship and are finding it difficult to pay fees or purchase materials they may require as they study.

What does the CCS Scholarship Fund offer?

The CCS Scholarship Fund offers two types of financial assistance: payment of half of the course fees for one Unit; or assistance in paying for materials required for undertaking the CCS course. Scholarship applications are assessed twice each year, late February and late August. Students may apply for a scholarship at any time for each round, but may only be awarded one scholarship from any given round.

Where does the money in the CCS Scholarship Fund come from?

The College Scholarship Fund has been sponsored by a number of different bodies, including local churches, branches of the CWA, clubs, employment agencies, and other similar organizations.

Who decides which student will receive financial assistance through the CCS Scholarship Fund?

The fund is managed by a Scholarship Committee comprising three members of the ADACTS Committee of Management to include the Treasurer and two other members.

Who is eligible to apply for assistance from the CCS Scholarship fund?

Any student living within the area of the Anglican Diocese of Armidale proposing to undertake study with CCS or who is already enrolled at the College is eligible to apply for financial assistance.

Is there a limit to the amount of financial assistance I may receive?

There are only a small number of Scholarships awarded each year, currently three are awarded each round. Students may apply for a scholarship in each round, but may only receive one scholarship from any given round. It is possible to receive a scholarship at every round for as long as you are enrolled in CCS. Please remember, applicants who are in most financial need, will receive first preference.

Is there a cost to applying for a CCS Scholarship.

No. There is no cost to applying for a College Scholarship.

How do I apply for a Scholarship?

After obtaining a copy of the Scholarship Application Pack from the CCS Office (of which this forms a part), the Applicant will need to complete and lodge it together with any certified supporting documentation.

You may apply at any time, however scholarship applications are reviewed only twice a year – late February and late August.

Place completed Application in an envelope addressed to:

Confidential
Scholarship Committee
CCS
PO Box 3052
Tamworth NSW 2340

Applications may be posted, or delivered in person to the CCS Office at 88 Bridge St Tamworth.

What documentation do I need to support my Application?

Applicants may attach to the Application whatever documentation they feel will best enable the Scholarship Committee to make their decision. Suggested documentation includes:

- Personal Reference(s) or Statements of Support,
- Copy of ATO Assessments for last 2 years;
- Outline of Income and Expenditure in current financial year.

Please attach *Certified* copies of documents, do not send originals.

Who can certify documents?

A document can be certified by:

- A Justice of the Peace
- A Tutor of CCS
- Any member of the CCS Academic Board
- The Principal of CCS

How is a document certified?

On the copy of the document, the words *This is a true copy of the document sighted by me* should be written then signed by the certifier. They should then print or

stamp the document with the following: Name; address; contact telephone number; position; and date certified.

What happens to my Application once it is lodged?

All Applications will be assessed by the Scholarship Committee twice a year – late February and late August.

Applicants will be informed of the outcome within seven (7) days of the meeting.

Students are welcome to contact the Treasurer of the ADACTS Committee of Management to inquire about the progress of their Application

If I am successful in my Application for financial assistance, how will I be paid?

The successful Applicants will not be paid directly.

For Applicants who are awarded financial assistance for course fees, the allocated amount will be transferred from the CCS Scholarship Fund to the CCS fees account. Applicants will be informed of this transaction.

Applicants who are successful in being awarded financial assistance for course materials will be required to present their receipts to the CCS Scholarship Fund for re-imburement.

Will I be required to pay the money back?

No. The College Scholarship Fund is not like HECS or Fee Help. All financial assistance received from the Scholarship Fund is a free gift.

Can I apply more than once?

Yes. You may apply for financial assistance from the CCS Scholarship Fund as many times as you wish while ever you are proposing to study or are enrolled in a CCS course.

What if I have questions specific to my Application for financial assistance?

Contact the CCS Office, who will then organise to have your questions answered.

Can I Appeal?

If you are not awarded financial assistance from the College Scholarship Fund, you may appeal, in writing. This appeal should include reasons why you do not agree with the decision.

Alternatively, you can apply again for the next round of Scholarships.

Do not Jeopardise your Application

Ensure that your application and all supporting documentation has been completed and correctly certified. Failure to do so may prevent your Application from being processed.