*To help members of the diocese with the costs of studying for a degree and/or research.
Please read the protocol on the last page before completing this form and complete the Data Protection Act Consent. Then please save and send the form to:* *HRTeam@cofe-worcester.org.uk*

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| Applicant Details |
| **Full Name** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Phone number(s)** | Click or tap here to enter text. |

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| **Current role** | Click or tap here to enter text. |
| Details of course and costs |
| **Qualification** | Click or tap here to enter text. |
| **Course title or area of study** | Click or tap here to enter text. | **Course weblink***(if you have one)* | Click or tap here to enter text. |
| **Awarding institution** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | **Expected date of completion** | Click or tap to enter a date. |
| **Course fees** *(per annum)* | **£**Click or tap here to enter text. | **Other costs** | **£**Click or tap here to enter text. |
| **Contributions** | **Self** | **£**Click or tap here to enter text. |
| **Parish** | **£**Click or tap here to enter text. |
| **Other trusts / charities** | **£**Click or tap here to enter text. |

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| Additional details |
| **In one or two sentences, what do you see as the benefit(s) to your present post of your undertaking this study?** |
| Click or tap here to enter text. |
| **In one or two sentences, what do you see as the benefit(s) to your future career development?** |
| Click or tap here to enter text. |
| **With whom have you discussed this course?** |
| Click or tap here to enter text. |
| Data Protection Act ConsentWorcester Diocesan Board of Finance Limited will need to hold information to contact you. The information you have provided on this form giving your name, address, email address(es), telephone number and Church / Parish will be held and used for the purposes of data processing, communication and information gathering. It may be shared within the structures of the Church of England and ecumenical partners within the diocese and nationally. Whilst we store your details on our database which is located on servers in the UK, your email address and your name may, for the purposes of some email communications to you, be stored by us or our agents on other servers which are outside the European Economic Area.

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| **I confirm that:** 1. I am content for the details to be used for the above purposes unless I notify you otherwise in writing.
2. The e-mail address(es) you hold may be used for communicating, including individual and group communications.
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| **Your Signature** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| *After reading the Protocol on the next page, please save & send the form to:* *HRTeam@cofe-worcester.org.uk* |
| **For office use only** | **A/c code: 71020** |
| **Approved by** | Click or tap here to enter text. | **Amount awarded** | Click or tap here to enter text. |

# Protocol for awarding grants towards further study fees

1. **Background**The Diocese of Worcester is keen for employees and ministers (lay and ordained) to flourish in their lives and ministries. For some people, undertaking formal study can play a significant role in contributing to such flourishing, both during the course, and in its fruit in future years, which then also enriches the life of the church. The Diocese has therefore set aside a portion of its budget to offer financial support towards such study.
Grants will be of a maximum of £250 per person per year.
2. **Eligibility**Applications from the following groups are welcomed:
	1. Employees of the DBF
	2. Stipendiary lay ministers and licensed clergy
	3. Employees of churches/church groupings in the diocese
	4. It may be possible to offer support to authorized/licensed ministers of churches in the diocese.
3. **Area/Subject of study**Grants will normally only be awarded for study in an area of clear and direct relevance to the applicant’s job, office or (in the case of 2d) above) ministry.
4. **Form of study**Grants will normally only be awarded for study towards a formally validated degree, diploma, or professional qualification.
5. **Application Process and Schedule**Applications should be made to the HR Team, using this form. All applications should normally be received by the end of March for courses beginning or continuing the following autumn. Decisions will be communicated by the end of April. Decisions will be influenced by the number of applications, and if necessary, by the likely degree of benefit of the study to the applicant and the life of the church.
6. **Period of award**For a course that continues over more than one academic year,
	1. Applications may be made each year
	2. Any grant award for a second or subsequent year of study will be subject to receipt, by the end of March, of a note from the host institution confirming the applicant’s sufficient participation and progress
	3. The granting of an award for one year does not guarantee that funds will be available in any subsequent years.
	4. Conversely, failure to receive a grant on one or more occasions may be followed by a positive decision another year.
7. **Time in which to study**It will normally be expected that study will be undertaken in personal rather than work time. It is recognised that there may be cases, especially with research qualifications, in which there will appropriately be some overlap between work and study. In such a case, applicants should clarify their situation with their line manager, archdeacon, or nearest equivalent.

Any further questions should normally be addressed to the Human Resources Team:
*HRTeam@cofe-worcester.org.uk*