

Student Counselling and Student Hardship Funding Guidelines

APPLICATION

All Carey students

PURPOSE

A limited pool of funding is allocated each year to support students as follows:

1. those who may require funding towards counselling sessions - students may be eligible for up to six funded counselling sessions throughout their study at Carey.
2. those who require assistance in an emergency or crisis situation – students may be eligible for a grant to cover one-off costs in a crisis or emergency.

These Guidelines provide information on the process for application.

ELIGIBILITY

All students (part-time and full-time) are eligible for access to this fund under any of the following circumstances:

- A student is identified as needing support or requests it directly and has demonstrated that other avenues of funding have been exhausted.
- A critical need is determined either by the Director Ministry Training or Academic Director which is deemed to warrant urgent intervention.

Decisions will be based on the criterion of greatest financial need.

PROCESS

STEP 1: A student requesting financial assistance makes an appointment with the programme director (this is the Director of Ministry training for pastoral leadership students, or the Academic Director for all other students)

STEP 2:

- A. If the student is applying for funding towards counselling sessions a decision is made by the programme director. If approved, then
 1. An approval letter/email is sent to the student with a list of counsellors and contact details provided.
 2. Instructions are sent to the counsellor to direct all invoices to Carey to arrange payment for the agreed number of sessions being funded (see Point 5 below for limits).

3. The student informs the Programme Co-ordinator (Academic Registrar for non-Diploma of Pastoral Leadership students) once the first appointment has been made.
 4. The Programme Co-ordinator/Academic Registrar documents the above details in the student's file.
 5. If the student requires more than six sessions (as recommended by the counsellor), the Programme Co-ordinator notifies the Executive Director requesting permission to fund further sessions.
 6. A post counselling session review with the Programme Director is encouraged but not required.
- B. If the student is applying for student hardship funding a decision is made by the programme director. If approved, then:
1. An approval letter/email is sent to the student with a request for their account details.
 2. Payment is made by Carey once account details supplied
 3. The Programme Co-ordinator/Academic Registrar documents the payment in the student's file.

DEFINITIONS

The following definitions apply to this policy:

Staff means Carey staff

Carey means Carey Baptist College

KEY RELEVANT DOCUMENTS

Include the following:

Financial Delegations Policy

DOCUMENT MANAGEMENT AND CONTROL

Content manager:

Owned by: Academic Director

Approved by: Management Team

Date approved: 1 March 2020

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