

# Continuing Studies Fund: Policy Document

1. Any United Reformed Church minister who is eligible to apply for EM3 funding is also eligible to apply for support through the Continuing Studies Fund. The Fund is not available for ministers from other denominations working with the United Reformed Church.
2. This assistance is offered to help ministers serving in ways that are recognised by the United Reformed Church. The Continuing Studies Fund can be called upon after all EM3 sources have been exhausted, including sabbatical funding and “rolled-over” annual EM3 allowances.
3. A number of activities are eligible for support from the Continuing Studies Fund:
  - i. Part-time study for higher degrees. Funds might, for example, be used towards the payment of fees, research expenses, or the cost of having the thesis bound in the requisite number of copies.
  - ii. Professional development programmes such as CIPD (Chartered Institute of Personnel and Development)
4. The fund offers a maximum annual amount of up to £350 for a Bachelors’ degree, Graduate Diploma, or professional development programme and up to £500 towards a Postgraduate Diploma, Masters or PhD. Repeat requests are allowed, throughout the duration of study.
5. Applications for this support should be made to the Secretary for Education & Learning by the Synod Officer responsible for EM3 using the designated application form. A copy of the EM3 G1 form should be included with the request.
6. The annual closing date for applications for the subsequent academic year is 30 June.



### Continuing Studies Fund

### Application Form

This funding is for help with the costs continuing studies as described in the accompanying policy document. Application can be made only after an individual's annual Education for Ministry Phase 3 allowance has been exhausted.

Applications should be forwarded to the Secretary for Education & Learning by the Synod Officer responsible for EM3. Only one application per person per academic year may be submitted. The annual closing date for applications is 30 June.

Name

Address

Email

Telephone

Synod

Pastorate

Course of study being undertaken:

Institution:

Start date and expected completion date of these studies:

Academic year for which you are currently requesting funding:

Full course costs for the relevant academic year:

Please give details of other funding you have already been awarded towards these studies, eg EM3 grant, Coward Trust, Continuing Studies Fund etc:

Amount requested from the Continuing Studies Fund:

Signature:

Date:

Signature of Synod EM3 Officer:

Date: