

SA.10 POLICY ~ STUDENT HARDSHIP

APPROVED BY	ACADEMIC BOARD	VERSION	2020
REVIEW STAKEHOLDERS	▪ CEO AND DEAN	Last reviewed	2017
	▪ HEADS OF SCHOOL	Published	1 September 2020
	▪ ACADEMIC DEAN	Review period	3 YEARS
	▪ STUDENT HARDSHIP COMMITTEE	Next review	2023
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As part of the expression of our Christian faith and our consequential commitment to being a supportive learning community, Bethlehem Tertiary Institute seeks to support students who find themselves in financial distress. Every year, Bethlehem Tertiary Institute students contribute to a hardship fund through the Hardship Levy. The purpose of this levy is to provide a fund to help those in genuine need.

The purpose of this policy is to outline the guidelines and processes by which a BTI student may be granted financial assistance from the Student Hardship Fund.

POLICY

- 1 'Hardship' refers to students who, for unexpected and unbudgeted reasons, have no financial means of meeting needs such as, but not confined to, food, vehicle repairs, accommodation, medical bills, or emergency travel.
- 2 Students are eligible to apply for help from the Student Hardship Fund during the time they are enrolled at Bethlehem Tertiary Institute.
- 3 A Student Hardship Application Form is available from Cohort Mentors/Student Support. The application section of the form is to be completed by the student.
- 4 Completed forms are to be submitted to the Student Hardship Committee by student or student advocate (e.g. Cohort Mentor/Student Support). The Student Hardship Fund Committee will consider each application and complete the administration section of the form detailing decisions, and action taken.
- 5 Members of this committee are the CEO and Dean (ex officio), Student Support Chair and the Course Coordinator (or equivalent), three of whom are required for a decision on payment to be made.
- 6 An upper limit of NZ\$600 is recommended for any individual loan of gift or a combination of both. In situations where a decision cannot be reached or where the amount is disputed by the student, the CEO and Dean's decision shall be final.
- 7 Since timing is often a factor in hardship for students, the Student Hardship Committee will meet as soon as possible after an application is received.
- 8 Students will be encouraged to seek help first from other possible sources of help. These might include family members, friends, the Salvation Army, local church, food banks, MSD emergency funds etc.
- 9 Students may apply more than once for assistance from this fund. However, with each application, a Committee Member will work with the student around any related issues of budgeting; time management etc. and conditions may apply to any assistance awarded. Counselling, whether personal or financial, may be suggested.

- 10 Depending on personal circumstances, assistance may be given as a loan rather than a gift, and repayment would be expected as soon as the student is able, in order to assist others in need in the future. All loans must be paid in full prior to completion of study. Arrangements for repayment of the loan would be made with the Hardship Committee.
- 11 The Hardship Committee may arrange to follow up any students receiving funding from the Student Hardship Fund to see if there are underlying issues such as poor budgeting that can be addressed after the hardship application has been allocated.