

Financial Assistance with Fees

The Board of Governors is committed to supporting deserving pupils through a mean-tested 'bursary scheme'. Bursary awards are made in terms of a % remission (money off) of the full fee and they are assessed according to the parents' ability to pay full fees and the availability of bursary funds in the School. Parental assets and income are assessed and bursaries may be awarded up to 100% of the full fee but most will be at a lower level. While not linked to specific levels of achievement such as with a scholarship, any bursary award is based on the understanding that the pupil will by his/her application, behaviour and involvement in the School community merit such an award on an ongoing basis. Should the pupil's application, behaviour or involvement fall below the standards expected, the School reserves the right to remove the award. Bursaries are reviewed on a regular basis whereby parents are required to resubmit details of their financial situation to ensure that they still merit an award.

Parents of a pupil awarded a scholarship who remain unable to afford the fees, are also entitled to apply for a bursary. Scholars who merit an additional bursary award will take precedence over non-Scholars.

Bursary applications should be made in writing to the Bursar who will request that the parent/s complete a Bursary Application Form and provide documentary evidence to support it.

Bursary applications for current pupils can be made at any time as the result of an unforeseen change in the family financial situation which leads to a genuine difficulty which would necessitate the removal of the pupil.

Entry in September 2012

New Bursary applications for Entry in September 2012 should be with the School by the 5th of March 2012. Bursaries are NOT awarded on a 'first come first served' basis and so parents are advised not to submit forms too early, as they may be asked to resubmit closer to the deadline to ensure that their financial situation as stated in the Application is as up to date as possible.

All Bursary Applicants should be Registered for entry and have been offered a place at the School or have achieved the standard required for entry.

The Registration Fee will be refunded to any unsuccessful applicants who are eligible for an award, but who did not receive one through lack of bursary funds.

The School undertakes its main Bursary award process in April. The Bursary awards process has two functions: firstly to decide the priority of who should receive an award and secondly the scale of the award. The Headmaster will review the academic and overall strength of the Bursary candidate, taking due cognisance of any social or educational circumstance and put all the

candidates in priority order – this process is only undertaken if the Bursary fund is oversubscribed. The Bursar and Finance Manager review the financial need of each candidate and allocate bursary funds appropriately and in accordance with any priority order given to them until such bursary funds as are available are exhausted.

Following the Bursary Awards Board, the Bursar will write to individual parents informing them of any bursary remission awarded. The parent is then required to write confirming acceptance of the award. Should parents feel that the award is insufficient to allow the pupil to attend the School, they should contact the Bursar immediately.

The School retains some bursary funds for in-year hardship cases.

Please note that if an Application is received after the deadline, the Application can still be processed should Bursary funds remain.