



# FARLINGTON

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## BURSARIES POLICY

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Bursaries are a reduction of tuition fees, but not boarding fees, and are awarded in order to allow wider access to a Farlington education by pupils from households which would otherwise not be able to afford to pay the full fees and to assist current parents whose financial circumstances have deteriorated unexpectedly. This also partially satisfies the requirements of public benefit required of an educational charity. Decisions on the awarding of bursaries are delegated by the Governing Council to the School's Bursary Committee, which comprises of the Headmistress and the Director of Finance and Operations.

Detailed procedures and timelines are issued each year in the 'Entrance Booklet' and on the School website. Applicants may discuss the process and the likelihood of an award with the Director of Finance and Operations. They will be asked to complete a Bursary Application Form which includes a full Statement of Financial Circumstances and provide supporting documentation. Their financial circumstances will be assessed by the Director of Finance and Operations, who may undertake a home visit or consult other professional advice as appropriate. The level of award is reflected as a percentage of the fees. The Governing Council has directed that:

- Bursaries will not normally be awarded below Prep 5.
- Bursaries will not normally be awarded when one or more parents are resident outside the UK except for serving members of the regular UK Armed Forces and members of the UK diplomatic corps.
- The maximum level of bursary is expected to be 80% of the tuition fees.
- Published timelines are to be adhered to so that predicted expenditure can be incorporated into the budget for the following year. However, applications after the published deadline may be considered at the discretion of the Headmistress or Director of Finance and Operations.

The Bursary Committee has absolute discretion to make awards within budget parameters based on the circumstances of the application and consideration of the business needs of the School, and no appeal is possible. Applications are handled in strict confidence.

Bursary applications are normally associated with applications for places at the School. As such, applications are not reviewed until a child is registered, and the award is only confirmed when an offer of a place has been accepted, the Acceptance Form signed and deposit paid. Timing for applications for bursaries is therefore driven by the deadlines for applications for places in the School, which are published each year in the 'Entrance Booklet'.

Applications for bursaries from existing parents due to significant hardship can be accepted at any time. Bursaries will not be awarded for the purpose of cancelling an existing fees debt.

Bursaries may either be awarded for the duration of a pupil's education at Farlington subject to annual review (see below), or may be for a defined period only.

All recipients will be required to inform the School about any significant change in their circumstances. Additionally, each year recipients will be required to complete a Bursary Renewal form and provide supporting documentation. Failure to reply to a reasonable request for such information will result in a cancellation of the awarded bursary. Similarly a failure by the pupil to perform as expected by the terms and conditions of the award may also lead to cancellation of the bursary (see below).

In order to ensure complete integration of those pupils who have been awarded a bursary into the School community, the award of a bursary is confidential and will only be shared with those members of staff who have a genuine need to know. Parents and pupils must also keep the award of a bursary confidential

The bursary may be withdrawn or reduced if:

- The parents act or the pupil acts in breach of the School's Parent Contract Terms and Conditions;
- The parents fail to return the annual declaration of their financial circumstances by the return date indicated;
- The parents fail to produce any additional information required by the School to evidence their financial circumstances;
- In the opinion of the Headmistress, the pupil's attendance, progress or behaviour no longer merits the continuation of the award;
- The parents are more than 28 days in arrears in respect of any amount due and owing to the School;
- The parents or pupils breach the confidentiality of the award or the process;
- There is a material change in the parents' financial circumstances;
- The School's resources are insufficient to maintain the level of award.

The bursary will be withdrawn and the value of any amount of the bursary previously credited against the pupil's fee account will become repayable to the School forthwith if the parents have fraudulently, knowingly or recklessly provided false information in relation to the award of the bursary.