

1. **The Charitable Intention.** The Governors of St George's are committed to broadening access by offering pupils means-tested and discretionary, financial support with the payment of school fees. This type of support is known as a bursary. A bursary differs from a scholarship in that it is based on the financial need of the applicant. A bursary award might be up to 100% of the school tuition fees and may include help with extras such as school trips.

2. **The Case for Assistance.** The School will consider a number of factors when assessing whether charitable financial support might be available, and if so, the extent of such support. This will essentially be determined by parents' financial circumstances and the level of funding available from the School. It should be borne in mind that St George's has a finite budget and not all applications will receive a bursary. Other influencing factors are:

- *Suitability:* Every applicant must meet the School's admission criteria. Parents must have registered their daughter and paid the registration fee.

- *Location:* Parents must be fully resident in the UK. St George's is a UK based charity and to fulfil its charitable objects is unable to consider applications from overseas.

- *Financial Limitations:* Bursaries are usually awarded against the day fee; however the Governors may consider cases for support with the boarding fee. The amount of the bursary award is influenced by the extent of need rather than the level of performance, academic or otherwise. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall budget. As well as an assessment of current income, outgoings and assets, other factors which may be considered in determining the necessary level of grant include:

- The ability to improve the financial position or earning power of the family. For example, where there are two parents, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.

- Opportunities to release any capital. The School would expect significant capital savings and investments (in cash or property) to be used for the payment of school fees, as would equity values in their own property.

- Where parents do not live together, the financial circumstances of both parents' households will be assessed unless there is sufficient evidence that it would not be reasonable to do so. The assessment is based on the School's assessment of both parents' ability to contribute to the school fees. Also the contribution to household costs by other members of the wider family, any adults unrelated to the child or by outside sources.

- Whether fees are being paid to other schools (or universities).

- *Other Factors:* In addition to financial matters, there may be other circumstances which might be considered by the School. For example, clear commitment to joining St George's and engagement with the application process, where a girl has siblings at the School etc.

3. **The Application Process** Bursaries may be made available to parents/guardians of girls entering St George's at any level.

- The bursary application process is separate to the Admission process. Bursary applicants must confirm to the Bursar **by mid-October the year prior to the year of entry** that they wish to apply for financial assistance and parents that advise after this date are unlikely to be considered. Parents

are strongly encouraged to contact the Bursar for an informal discussion to guide and assist with the application.

- *Step One:* Prospective parents seeking a bursary are required to undertake an assessment with Bursary Administration Limited (BAL), which seeks to establish parents' financial and home circumstances. The BAL form will need to be completed by all parents with responsibility for the child and returned to them. To facilitate this assessment parents will be expected to make themselves available to see BAL at their home or online. Some find the process intrusive but its rigour ensures fair distribution of charitable funds. It is vital that the Bursary Committee is provided with a timely report from BAL and the School reserves the right to discontinue an application if parents cancel appointments with BAL.

- *Step Two:* Aided by the Headmistress and Admissions, the Bursar provides information to the Bursary Committee which includes Governors and Senior Leaders. BAL also provides information from their assessment. The award of a bursary is at the sole discretion of the Bursary Committee.

- *Step Three:* Parents are advised of the outcome of the assessment at the same time as the offer of a place is made. All offers of bursaries are subject to the pupil successfully gaining a place through the normal admissions process. As the processes are separate, it is sometimes the case that whilst a place is offered on your daughter's merit, the Governors may decide that they cannot award a bursary or can not offer at the level the parents may wish for.

- *Step Four:* Parents are formally offered a place at the School and are required to sign a letter of acceptance, including an agreement to any conditions relating to the bursary. This is then returned to the School together with payment of the appropriate deposit.

4. **Applications made by one parent only.** An application will be refused if it does not contain details of the financial circumstances of both parents. Separated or divorced parents may, if they prefer, complete separate forms. In limited circumstances the school will consider an application from only one parent. The parent making the application will need to provide evidence as to the absence of the other parent e.g. daughter's birth certificate showing only one named parent. Parents should be aware that the mere fact of divorce or separation is not sufficient evidence of the other parent's inability to support the child financially. Nor is the financial contribution they may be required to make under a court order.

5. **Girls Already in the School - Change in Family Circumstances.** This is for existing pupils where there is a wholly unforeseen change in their family's circumstances, resulting in difficulty meeting the tuition fee payments subsequent to entry which may result in the child being withdrawn part way through a key stage of their education.

6. **Review. All bursary awards are subject to an ongoing duty of disclosure.** At least every two years, the Bursar will arrange for an independent review by BAL. The award may be increased or decreased or ultimately withdrawn where, for example, a girl's progress, attitude or behaviour has been unsatisfactory, or family wealth has improved. Late payment of fees is also likely to result in a bursary being withdrawn. Bursaries are not automatically carried through to Sixth Form and will be reviewed by the Governors..

7. **Confidentiality.** The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

8. **Other Sources of Bursary Assistance.** There are a number of educational and charitable trusts which provide assistance with tuition fees. A list of sources of support can be found on the Educational Trust website: <http://www.educational-grants.org/>