



RGS PREP SCHOOL

Financial Assistance with Fees (Bursary Schemes)

Bursary applications are welcomed by the School and Governors from families who could not otherwise afford to send their son to the Royal Grammar School. **If you would like assistance in completing the form please call the Bursary Department on 01483 880610.**

1. Purpose of the Bursary Scheme

The Bursary Fund was established by the Governors to provide assistance to boys at or entering the RGS whose parents could not otherwise afford the full tuition fees.

Support can be given at a range of levels up to 100% of fees. In certain circumstances support for lunches, travel costs, course and examination fees may be considered.

In allocating funds, the needs of those already in the School will be balanced against those needing a bursary in order to enter. All awards are made at the absolute discretion of the Governors and their decision will be final.

2. Number of Awards

There is no set number of Bursary awards that may be made: the effective limit will be determined by the funds available.

While the Governors will treat every application sympathetically, lack of funds may mean that they are unable to offer assistance in all cases, even though applicants may qualify in all other respects.

3. Eligibility for Awards

Financial assistance is awarded strictly in case of financial need. They are rigorously means tested and reviewed at least each year to take into account the continuing financial need of parents and the satisfactory overall performance, at the School, of the recipient.

Eligibility for assistance is based on what is known as parents'/guardians' 'relevant income'.

Very broadly, this is calculated by reference to:

- Parents'/guardians' total income and capital assets.
- Tax and National Insurance payable.
- Support for other dependants.
- Other expenditure, for example rent or mortgage interest.

The Governors have decided that assistance cannot be granted where net assets (broadly the value of a house owned less mortgage plus savings) are greater than the cost of an average house in Guildford.

The school does not consider the following to be consistent with the award of a bursary:

- New or luxury cars
- Expensive or frequent holidays
- Significant investment in home improvements
- A second property
- Valuable assets

If siblings of the applicant attend fee paying schools, full details of fees and any bursary award received must be included on the application form. If the other school will not provide any financial support it is likely that this will have a negative effect on the success or level of the bursary assessment.

In some cases there may be a home visit by a member of the Bursary team or an interview with the Bursar to assess a bursary application.

4. **Separated Families**

Where parents are divorced or separated the assessment will be based on the family unit in which the pupil lives and consideration will be given to any financial contributions from adults within or outside that family unit. In addition we are likely to assess the financial information from the parent the pupil does not live with.

Actual maintenance received, either voluntary or as a result of a Court Order should be included in parental income and expenditure where relevant. Cases where a specific order has been made for the payment of school fees will be treated according to their particular circumstances.

Applications for Bursaries will not normally be considered until parents have been separated for at least 12 months.

5. **Types of Bursary**

There are two types of Bursary award:

Entrance Bursaries

Application forms in respect of Entrance Bursaries will normally be sent out by the Admissions Registrar to all parents who have indicated before their son takes the Entrance Examination that they will be seeking financial assistance. Completed application forms must be returned by the date specified which will be before the **entrance examination**. The offer of a bursary, and the provisional amount of the award will then be notified at the same time as the offer of a place at the School is made.

Applications should be made on an **Entrance Bursary Application Form** which requires details of income and expenditure for the last complete Financial Year. The form must be completed fully, and must be returned to the Bursar accompanied by the supporting documents (copies will suffice) referred to in the notes accompanying the form. **If the form is**

not fully completed or if all supporting documentation is not supplied there will be delays in the review of the form.

Entrance Bursaries will be awarded from the start of the Academic Year that the recipient joins the School. Awards are then reviewed annually and parents/guardians are required to complete a new **Entrance Bursary Application Form** in April/May each year in respect of the following Academic Year.

Once awarded, subject to the parents/guardians remaining eligible for financial assistance and to a boy's overall performance remaining satisfactory, a bursary will normally be retained for the duration of a boy's time at the School.

In **cases of unexpected changes**, e.g. if income falls because a parent dies or is made redundant, an assessment may be revised during the course of an Academic Year based on the anticipated income and expenditure for the current Financial Year (rather than on the actual income and expenditure for the last completed Financial Year). If parents/guardians wish to be assessed on this basis, a full explanation must be given in writing.

Hardship Bursaries

Hardship bursaries are normally awarded to boys who have been at the School for at least 12 months (although exceptions may be made in the event of extraordinary circumstances, e.g. death of a parent). These are generally short term awards to allow parents time to resolve their financial difficulties. It is helpful if potential problems with the payments of fees are flagged as early as possible.

Applications for Hardship Bursaries may be made at any time, but Hardship Bursaries are not generally awarded to boys in their first year in School. The School would expect provision to be made for unexpected changes in circumstances and it should not be assumed that help will automatically be provided if there is a change to a family's financial circumstances. Applications for these awards will normally be processed and acknowledged within ten working days of receipt. The notification of the final award might take longer than this, however, and there may also be delays during school holidays.

Applications should be made on a **Hardship Bursary Application Form** which requires details of income and expenditure for the last complete Financial Year, together with financial details showing the current position. The form must be completed fully, and must be returned to the Bursar accompanied by the supporting documents (copies will suffice) referred to in the notes accompanying the form. **If the form is not fully completed or if all supporting documentation is not supplied there will be delays in the review of the form.**

Hardship Bursaries will normally be made from the start of the term following receipt of the application for either a term or for the remainder of the Academic Year, according to circumstances. Awards are then usually reviewed termly, but are unlikely to continue indefinitely.

6. Additional Points

If a partial bursary award is made and parents persistently fail to pay the balance of fees on time, the award may need to be reviewed.

If we subsequently discover that information provided is not complete or accurate we reserve the right to reclaim any bursary awarded on the basis of that information.

The Bursary staff are very happy to help with the completion of bursary forms, either by telephone conversation, or via a meeting. If you would like assistance, please call the telephone number at the top of this document.

- Enc: 1. Application Form
2. Guidance on completing Bursary Scheme Application Form