



## FOUNDATION BURSARY POLICY

### 1. Introduction

- 1.1. This policy contains an overview of the Foundation Bursary Scheme at Elizabeth College, and provides details of the procedure for applications to and awards made under the Scheme. It contains ancillary documents, including Conditions of Award, Scale of Fees and the Means-testing Forms.
- 1.2. The College is committed to providing a first-class education to boys and girls from a broad social and financial background by offering eligible parents/ guardians means-tested financial support with the payment of School fees in Years 7-13. Such support is known as a Foundation Bursary.
- 1.3. A Foundation Bursary is distinct from a scholarship as it does not reward outstanding achievement in academic work or creative arts. A Foundation Bursary is a means-tested award and a scholarship is not.
- 1.4. Awards are prioritised to target those in most financial need.
- 1.5. Due to the limited financial resources of the school not every eligible application for a Foundation Bursary will be successful.

### 2. Terminology

- 2.1. School: means Elizabeth College as now or in the future constituted (and any successor).
- 2.2. Directors: means the Directors of Elizabeth College.
- 2.3. Free Foundation Bursary Place: Foundation Bursary award for 100% of the school fees, meaning the parents do not need to pay.

### 3. Eligibility

- 3.1. Students: Bursaries are awarded based on interviews and school reports and are subject to the School's ability to fund these within the context of the funds available. To be eligible, applicants must meet the threshold of the College entrance assessment.
- 3.2. Income: A family's assessed income is calculated based on information supplied on the means testing form. Eligibility is evaluated using assessed income in relation to Guernsey median household income.
- 3.3. The following financial characteristics will be considered when assessing eligibility for a Foundation Bursary Award:
  - a) opportunities to release capital, including significant capital savings, retained profits in a business and investments or equity value in houses;
  - b) proven ability to borrow, where families have been able to secure additional mortgages on buy-to-let properties;

- c) in cases of separation, any significant contributions made by the absent parent; and
- d) potential contributions to household costs and/or school fees by other, wider family members, any adults unrelated to the child or by outside sources, and other indicators of wealth or income.

3.4. It is recognised that judgements about what sacrifices a family should make to pay School fees will be personal. However, the School has a duty to ensure that its limited charitable resources are directed towards the most deserving cases and for this reason a Foundation Bursary is not intended to support families that, with reasonable financial and personal sacrifices, could have otherwise afforded paying the full fee.

## **Terms of Foundation Bursary provision**

### **4. General**

- 4.1. The School reserves the right to make or alter its overall Foundation Bursary scheme from time to time in the light of its changing financial or other circumstances.
- 4.2. Any terms on which a Foundation Bursary is made to an individual will be set out as part of the offer of a place and will generally continue for the child's duration at the School subject to annual review (see below). Changes in the application of the scheme to individuals already at the School will be at the discretion of the awarding panel.
- 4.3. Foundation Bursary awards are awarded in the form of a discount of up to 100% on fees payable. School fees are reviewed annually by the Board of Directors.
- 4.4. Foundation Bursary awards are reviewed annually (see below) to take account of changes in parental financial circumstances; where parents' circumstances have changed the level of Foundation Bursary award may also change.
- 4.5. An applicant can be awarded both a Foundation Bursary and a music scholarship, the latter being awarded after starting at the school.
- 4.6. The awarding panel's decision is final in awarding a Foundation Bursary.
- 4.7. A Foundation Bursary candidate who is not offered an award but has been successful in the entrance assessment may be offered a place at Elizabeth College subject to the application of the selection criteria defined by paragraph 2.4 in the Standard Terms and Conditions.

### **5. Supplementary charges**

- 5.1. Foundation Bursary awards apply to tuition fees only. Additionally a grant is available for school uniform and laptop for pupils eligible for a full Foundation Bursary. Funding may also be available for other essential curriculum related activities.

## 6. Confidentiality

6.1. The School respects the confidentiality of Foundation Bursary awards to families and recipients are expected to do likewise.

## 7. New applicants

7.1. Means-tested bursaries are usually only available for new prospective students starting at Year 7 and Year 12. All awards are conditional on:

- a) full disclosure of information requested within the timescales given. A considerable amount of personal information will be required as well as documentary evidence (this may include pay slips, income tax return, self-assessment documents, pension income proof, share dividend vouchers and bank interest, proof of residence.);
- b) the School satisfying itself that the information given is accurate and complete. The School may seek objective third-party confirmation of a family's financial circumstances (including from a credit reference agency); and
- c) a home visit from the School.

7.2. At the school's discretion, where there is capacity both in the relevant year group and in the scheme awards for that year group, the College may consider bursary applications other than at the start of Years 7 and 12

7.3. The School will not proceed with an application from anyone giving misleading, inaccurate or incomplete information.

## 8. Existing Awards - Annual reassessment

8.1. Once awarded, the Foundation Bursary (as defined in the offer) normally applies for the duration of a student's School career subject to no major changes in financial status. Each award is subject to an annual reassessment of financial eligibility at the beginning of March each year. The same conditions apply as above. This may include a home visit from the School or its agents if the School deems this appropriate.

8.2. The Principal also has the discretion to recommend the reduction or withdrawal of an award where a student's progress, attitude or behaviour has been unsatisfactory or where the parents have failed to make timely payments of any contribution they are making to fees or extras.

## 9. The Application Process at Year 7

9.1. If an applicant wishes to apply for a Foundation Bursary the following steps need to be followed:

- a) Parents need to complete the appropriate registration form indicating interest in a Foundation Bursary. The closing date for application will be mid-September.

- b) The School will send out a Foundation Bursary Application Form which seeks outline financial information. This is also available for download on the website. It may be completed immediately or can wait until after the home visit. Permission is sought to approach others for supporting evidence, such as character reference from the candidates school.
- c) Character school reference may be requested, with clear areas for comment covering school values of curiosity, compassion and courage as well as comment on behaviour and attendance.
- d) School reports will be required.
- e) A home visit will be arranged to meet the candidate and parent(s) and to explain the process. Help may be offered with completion of the application.
- f) Candidate sits the entrance assessment.
- g) Assuming the candidate meets the required threshold, there is then an interview to assess qualities of character that Elizabeth College wants to develop: curiosity, compassion, creativity, commitment, integrity, perseverance, responsibility. The interview would also look for positive indicators such as problem solving, creative thinking, drive, overcoming challenges, enthusiasm, resilience, making an effort.
- h) The awarding panel meets to review all applicants. A place may then be offered.
- i) If parents choose to accept the place based on the confirmed fee, they are then required to sign a contract with the School. This includes the requirement for an annual review of their financial circumstances (see above). The contract will also acknowledge agreement to any conditions relating to the Foundation Bursary.

9.2. Forms and supporting documents should always be returned by the due dates published as delayed Foundation Bursary applications cannot be processed and the Foundation Bursary may then potentially be forfeit.

## **10. The Application Process at Year 12**

10.1. The application process is essentially the same as at Year 7, though the closing dates are later. The review of the detailed financial declaration (Form 2) is completed in advance of GCSE results and a conditional offer may be made subject to those results fulfilling the College's criteria for entry to the Sixth Form. The dates published for applications will be after the selection process for Year 7 entry has been completed.

## **11. Sources of Funding**

11.1. Bursaries are funded from income supplied by a Bursary Fund of Elizabeth College Foundation, a Guernsey registered charity CH91.



