



Cheltenham College Bursary Policy

Introduction

Cheltenham College is fully committed to widening access to pupils whose parents would not normally be able to afford the fees charged. A number of bursaries of up to 100% of the fees are made available to such families each year, with availability of such support being promoted in the College and Junior School prospectus, on the websites and, if appropriate, in press advertisements.

Bursary assistance may be available upon entry to Cheltenham College, or to existing pupils where a significant deterioration in financial circumstances occurs.

Demand for bursary assistance tends to be high and the College strongly recommends that an application is made well in advance of the anticipated date of entry. Application forms are available on request and must be supported by relevant documentation.

Further details are available from:

Mrs Sue Hopkins

Email: pa.bursar@cheltcoll.gloucs.sch.uk

Tel: 01242 265686

Awards

Bursary awards are subject to a review of parental means each year and may be varied as a result.

Bursary awards are made:

- In the spirit of providing public benefit in line with the College's charitable objective; to provide an opportunity to those families who would, for financial reasons, not otherwise send their children to the College;
- To provide assistance to those existing parents whose financial position worsens;
- From a limited fund: it is therefore possible that some applications will not be successful.

The Assessment process

Every application is considered on its own merits. While judgement about what sacrifices a family should make to pay school fees will be personal, the College has a duty to ensure that bursary grants are targeted towards those most in need.

Therefore, in determining the appropriate level of assistance, in addition to family income, other factors will be considered, including:

- Family circumstances: The College takes family circumstances into account including the need to care for children under school age or look after other dependants, or the particular requirements which one or other partner's work might impose on the other. The College also considers whether there is potential for the family to improve its financial position.

- Opportunities to release any capital: significant capital savings and investments would be expected to be used for the payment of school fees, as would realizable equity in property owned.
- In cases of separation: the contribution made by the absent parent.
- Contribution to household costs or school fees: by others inside or outside the immediate family.
- Where fees are being paid to other schools (or universities): any bursary awarded will take into account these outgoings.

Financial Limitations

The amount of a bursary award is not influenced by the academic ability of the child but by the extent of need. As each case is assessed on its own merits, awards are made accordingly, subject to the College's ability to fund these.

Existing Pupils: Change in Family Circumstances

The College, in normal circumstances, sets aside each year a fund for cases of sudden, unforeseen need.

Parents or guardians with a child at the College whose financial circumstances suddenly change may apply for assistance. Like all bursary awards these are subject to the availability of funding and cannot be guaranteed. The limited funds available will be concentrated on supporting pupils within the key examination years.

Decision Making

The Bursar assesses all applications and may request a meeting with the parents or guardians at the College, or sometimes at their home, to ensure that the information declared has been correctly interpreted and that the assessment has been carried out in a fair and consistent manner.

The Bursar then makes a recommendation, in accordance with the College's assessment process, to the Bursary Committee. All applications are submitted to the Committee whether or not the Bursar recommends that an award be approved.

The Bursary Committee meets monthly during term time and any decision is notified to parents or guardians, in writing, normally within 5 working days of the meeting. The Bursary Committee's decision on all applications is final.

Annual Review

All bursary awards are subject to repeat testing of parental means annually and may be varied depending on parental circumstances. Current bursary holders are issued with repeat means-testing forms in the Spring term each year. For those previously in receipt of bursaries, the Bursar has the discretion to recommend to Council the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents or guardians have failed to support the schools, for example by the late payment of any contribution they are making to the fees.

If parents, whose child is in receipt of a bursary, experience an improvement in the family circumstances or finances, they are required to advise the Bursar immediately of their improved means in order that bursary funding may be re-assessed. The College's aim is to target financial assistance to those most in need and this may mean that funding is reduced, or in some cases withdrawn altogether.

Confidentiality

The College respects the confidentiality of bursary awards made to families: recipients are asked to do likewise.

Other Sources of Bursary Assistance

In addition to the College bursary fund, there are educational and charitable trusts, which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and, because of a change of circumstances, may be unable to remain. The College encourages parents or guardians to apply for support where it is felt a good case can be made for assistance.

Bursary application forms, and further information on how to pursue other sources of bursary assistance may be obtained from:

The Bursar's Office
Cheltenham College
Bath Road
Cheltenham
Gloucestershire
GL53 7LD
Tel 01242 265686
Fax 01242 265687
Email: pa.bursar@cheltcoll.gloucs.sch.uk

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