CHELTENHAM COLLEGE CHELTENHAM PREP SCHOOL

Bursary Policy

Reviewer: Philip Attwell
Approver: Nicola Huggett
Reviewed: September 2025
Next Review: September 2027
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'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)
'College' refers to Cheltenham College Senior School
'Cheltenham Prep' refers to Cheltenham College Preparatory School
'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

Introduction

The President and Council of Cheltenham College are committed to widening access to Cheltenham College by offering means-tested financial support with the payment of school fees. Such support is known as a bursary and bursaries may be awarded in the form of a discount of the tuition fees payable depending on financial circumstances, compassionate or other pertinent circumstances of applicants. In exceptional circumstances, assistance with 'extras' (e.g. school uniform, trips and tours etc.) may also be considered. Where status of pupils changes (for example from full boarder to day boarder) the school reserves the right to review the level of bursary.

Bursary awards are reviewed annually and may be varied, increased, decreased or withdrawn depending on the recipient's financial circumstances. Cheltenham College considers each application on its own merit and awards are based upon such things as savings, investments and realisable assets as well as income, dependents, compassionate and other pertinent factors.

Requests for financial support usually fall into two categories:

- New applicants to Cheltenham College where a place has been offered but the family is unable to fund the school fees in full
- Current pupils, where the parents' circumstances have changed resulting in difficulties in meeting the tuition fees and may result in the pupil being withdrawn part way through a stage of education.

New Applicants to Cheltenham College

Cheltenham College provides information about its bursaries in the following locations:

- Cheltenham College prospectus
- Cheltenham College website
- On occasions, by advertisement or other appropriate marketing media.

The Application Process

Bursaries may be available to parents of children entering all stages of Cheltenham College (but it should be noted that awards to pupils entering Pre-Prep and the early years of Cheltenham Prep are unusual). They are awarded at the discretion of the Council; the Head and the Bursar (acting as the Subventions Committee) are responsible for the management and co-ordination of the process.

Parents are required to complete a 'Confidential Statement of Financial Circumstances' with the details of the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence, and is available upon request from the Bursar's Office at bursar@cheltenhamcollege.org Cheltenham College strongly recommends that applications are made well in advance and parents should note that applications received later than the end of January immediately preceding the September of commencement will only be considered in exceptional circumstances.

Cheltenham College where appropriate employs the services of external agencies to assess some applications that it receives. This work is carried out in the strictest confidence and may include visits to parents at their home at their convenience. A report is then prepared and sent to College; the Director of Finance submits this to the Subventions Committee for a decision. Cheltenham College then writes to parents to confirm the outcome of its assessment and the level and terms of any bursary awarded. In other circumstances Cheltenham College will carry out its own financial review which may include a meeting with parents.

Any personal data shared with partner agencies will be processed in accordance with Data Protection legislation.

All bursary awards are subject to the pupil achieving the required level in the entrance examination; such an award does not guarantee entry to Cheltenham College. Bursary recipients will similarly be expected to reach the normal attainment level to progress to take A levels at College.

Where pupils are offered academic or other awards (for example music or sports scholarships) the value of these awards will be considered alongside bursaries, based on the financial circumstances of the pupil.

The Case for Assistance

A number of factors are considered when assessing the justification for support and the extent to which this might extend. In most cases, the suitability of the pupil for College is the first consideration in granting an award.

- ***Suitability*** – In assessing a child's suitability, Cheltenham College considers the academic assessment as well as actual achievement. Bursary funds are limited and those judged most likely to benefit from a College education will be given priority. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission, possess the potential to develop the quality of his/her work and benefit from participation in the wider extra-curricular activities on offer in College. Applicants are required to meet Cheltenham College's normal academic requirements and previous school reports will be consulted for good behaviour.
- ***Financial Limitations*** – The amount of the bursary award is not influenced by the level of the academic ability of the child but the extent of need. Each application is assessed on its own merit and awards are made accordingly, subject to the limited funds available. It is recognised that judgements about the sacrifices a family should make to pay school fees are subjective but Cheltenham College has a duty to ensure that all bursary awards are well focused and therefore as well as current earnings, the following factors will be taken into account:

    - Any potential for improving the financial position of the family; for example, where there are two spouses or partners, 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, other dependents or the requirements of the other spouse or partner's work.
- Opportunities to release capital. Cheltenham College would expect significant capital savings and investments to be used for the payment of school fees, as would any significant realisable equity in property.
- Where parents are separated, the contribution of the absent parent
- Contributions to household costs by other wider family members, any adults unrelated to the child or by outside sources
- Where fees are being paid to other schools or universities (if fees are being paid, or will be paid to another independent school), College will require to see evidence that an application for assistance has also been made to that school.

Whilst acknowledging that others may not share its view, College considers that the following would not be consistent with the receipt of a bursary:

- Frequent or expensive holidays
- New or luxury cars
- Investment in significant home improvements
- A second property/land holdings
- Taking on increased borrowings to fund property purchase
- Significant regular expenditure on costly non-essential leisure pursuits & pastimes

Other Factors

It is recognised that in addition to academic ability, there may be other circumstances which should be considered. These include:

- Where a child has siblings at Cheltenham College
- Where the social needs of the child are relevant (e.g. they may be suffering from bullying at their present school)
- Where a parent of a current pupil is terminally ill or is unable to secure permanent employment due to poor health
- Where a separation has resulted in a current pupil having to be withdrawn from Cheltenham College, adding to the stress of coping with the parents' separation.

Current Pupils – Change in Family Circumstances

Cheltenham College understands the importance of continuity for the pupils in its care and welcomes applications for financial assistance where parents' circumstances have changed.

The application process is set out above and application forms are available from the Bursar's Office at bursar@cheltenhamcollege.org and the completed application form should be accompanied by the relevant documentation when returned to the Fees Office. The process for assessing such applications is set out above; and College will contact parents to arrange a mutually convenient time for their visit if this is necessary. Awards are subject to the availability of funds; although it is unable to guarantee support, Cheltenham College does its best to assist parents of current pupils whenever possible.

Annual Review

All bursary awards are subject to annual review and may be varied depending upon parental circumstances. Bursary holders may be provided with a Confidential Statement of Financial Circumstances form at the time of the review (normally during the Spring Term) for return within 14 days. College may need to make arrangements to meet parents before submitting a report for the Subventions Committee to consider. The Committee has the discretion to recommend whether or not a reduction or withdrawal of an award is appropriate, not only where a pupil's progress attitude or behaviour have been unsatisfactory but also where parents have failed to support Cheltenham College,

for example through regular late/non-payment of any contribution they are making towards school fees and 'extras'. In any event, a term's notice will be given if an award is to be reduced or withdrawn.

Confidentiality

Cheltenham College and its agents fully respect the confidentiality of bursary awards made to families and expects that families and other recipients will do likewise.

Other Sources of Bursary Assistance

In addition to Cheltenham College's bursary fund there are a number of 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 due to a change of circumstances may be unable to remain. Cheltenham College encourages parents to apply for support where it is felt a good case may be made for assistance. Further information may be obtained from the following:

The Educational Trusts Forum
Website: www.educational-grants.org

The Royal National Children's Foundation
Website: https://www.royalspringboard.org.uk/