

## **Scholarships and bursaries**

The following information seeks to address some of the more common questions asked by parents of current and prospective pupils with regard to scholarships and bursaries and will provide some assistance to parents considering submitting an application for their child. Further enquiries regarding bursaries should be made to the Bursar.

There can be some confusion over the exact definition of scholarships and bursaries. At the High School of Dundee, scholarships are regarded as funds awarded to pupils with a particularly high standard of academic achievement and are granted regardless of any financial need. The School has chosen not to award scholarships.

The High School of Dundee awards only bursaries. In the main these are awarded on the basis of academic merit although in certain instances consideration will be given to special cases where there are exceptional family circumstances. In all cases the level of a bursary is determined by the extent of financial need and therefore applicants are required to complete an application form which provides details of their income and capital. Where there is no financial need, no bursary will be granted. The level of awards varies significantly and in exceptional cases can be as much as 100%, but awards tend to be in the range of 20% to 65% of the tuition fee.

### **Bursary awards each year**

The School has limited resources from which it can offer bursaries. A range of factors is considered in making the awards and there are no hard and fast rules. As a result the number and size of bursaries can vary considerably. In considering the financial need of an applicant, the size of family and the level of income and capital are taken into account.

### **Who can apply?**

Only in very exceptional circumstances will the award of a bursary be considered in the Junior School. The main point at which bursaries are awarded is at entry to Form 1 in the Senior School, and in such cases the award will continue through to the completion of the recipient's education at the High School. However, the level of award will be reviewed from time to time, to ensure that the family's financial circumstances have not improved sufficiently to reduce or remove the need for a bursary.

A limited number of awards are granted at other stages of the Senior School, but these are determined by the availability of bursary funds at the time. Many of these awards are intended to assist existing pupils where there has been a change in financial circumstances which threatens the continuation of the child attending the High School. Awards are available to both existing pupils and new applicants.

## **Applications**

Where the child is not currently attending the High School an application to attend the School is required in the first instance. When making an application for a place at the School parents will be invited to contact the Admissions Co-ordinator should they wish their child to be considered for a bursary. They will then be sent a bursary application which should be completed and returned to the Admissions Co-ordinator along with the form of application for a place.

Parents of existing pupils seeking a bursary should contact the Bursar's Office for an application form.

The application form requires details of the family income and regular commitments such as mortgage payments etc. Unearned income must also be shown. Details of other children in the family are required and information about their current status; attending school or place of further education, or in work. This is intended to provide a clear picture of the family's position in order to allow the Bursar to make a fair assessment. In most cases the parents will be invited to have a short meeting with the Bursar so that the process may be fully explained.

Wherever possible application forms in respect of bursaries should be returned to the Bursar's Office by the end of the December prior to the school session for which the bursary is sought. Applications will be considered after this date but will be dependent upon the availability of bursary funds.

Parents may apply for a place at the School for their child on the basis that acceptance will be conditional upon receiving bursary support.

## **The application process**

Children, including existing High School pupils, entering Form 1 are required to sit the Entrance Assessment, held in late January each year. The results of the assessment are used to determine the academic ability of the child. Applicants are ranked in order of achievement and starting with the highest the financial assessment is conducted and an appropriate level of award set. The cut-off for awards is determined by the point at which bursary funds are exhausted. In recent years around fifty percent of applicants have been successful.

Unsuccessful cases are usually the result of either lack of evidence of financial need, or insufficient availability of bursary funds. From the information available, the Bursar and the Rector make their recommendations to the Awards Committee of the School's Board of Directors, which makes the final decision. There is no course of appeal following the committee's decision.

Pupils at other stages will be considered in the light of academic reports available to the School and, in the case of new applicants, account will also be taken of their performance at the entry interview with senior staff.

### **Timetable**

In the case of Form 1 Bursaries, the Awards Committee meets in February to consider the recommendations presented by the Rector and Bursar and seeks to notify parents by early March. The parents should then advise the School if they wish to take up the place and bursary within 2 weeks of receiving the offer.

Bursary awards for other years tend to be advised in April and May, and in this case it is important to notify the Rector if failure to receive support may result in the child having to withdraw at the end of session. Failure to notify the School may result in liability for term 1 fees for the following session, even though the child is no longer attending (see Notice of withdrawal / tuition fees).

### **Length of award**

Bursaries are normally awarded on the basis assistance will be required for as long as the child remains at the High School of Dundee. However, some awards may be granted for one year and then be subject to review. This often applies where a family has experienced a temporary change in their financial circumstances.

In all cases awards are conditional upon the pupil making reasonable academic progress and maintaining good standards of behaviour and may be withdrawn in the event of consistent breach of School rules or serious misconduct.

Where the financial position of the family changes the School expects the Bursar to be notified and this may lead to a review of the amount of the Bursary being granted. From time to time parents of children receiving bursaries will be requested to complete a Statement of Financial Circumstances to ensure there has been no significant change in their financial position.

The bursary will be deducted from the tuition fees and is shown on the fee note sent out by the Bursar. No actual payment is made to the parent.

### **Funding of bursaries**

The School's ability to make bursary awards is possible only as a result of funding from a number of trusts and funds, including the High School of Dundee Scholarship Trust Fund and the High School of Dundee Foundation.

In addition to school support, there are a number of endowment funds and external organisations which help to fund our bursaries. These include:

Aileen Gray Memorial Scholarship	Lethendy Trust Bursary Award
Anne Herd Educational Trust	Lickley Bursary Award
Boyack Scholarship Fund	Mather Trust
Edward Maxwell Bursary	McInroy Scott Bursary Award
Joan McLean Memorial Fund	Nine Incorporated Trades of Dundee
Larg Scholarship Funds	

