

## GUIDANCE NOTES TO BURSARIES

There are three types of bursaries provided by the High School, “Form 1” bursaries, “Special” bursaries and “Junior School” bursaries.

**“Form 1” Bursaries** are provided when children enter Form 1 and will normally continue throughout the child’s secondary education at the High School if the financial circumstances of the family remain relatively unchanged. Such bursaries are considered where the family’s financial circumstances are such that it is anticipated they will require assistance with fees for the duration of the pupil’s time at the school. Recipients are required to advise the Bursar should there be any significant change in the financial circumstances. In addition family income will be subject to annual review.

**“Special” Bursaries** are those awarded at stages of entry in secondary other than Form 1 or where an applicant’s circumstances are likely to change. Such bursaries require to be applied for on an annual basis. Recipients are contacted each year around April to complete a review form should they wish to reapply for the following school session.

**“Junior School” Bursaries** are limited to L6 and L7. They are intended to assist children joining the school at this stage where there is clear evidence this would not be possible without financial support. A very high level of academic achievement is required in order to be considered. The maximum award is 50% of the tuition fee. A L6 award would normally carry over to L7, but all recipients of an L7 bursary on entering secondary must apply for a Form 1 bursary and will be considered along with all other applicants.

**Bursary Reviews** All bursaries are subject to review and in all cases recipients are required to advise the Bursar of any significant change in the family’s financial circumstances. In the case of Special bursaries a new application has to be made each year at which time the level of bursary will be reviewed.

If the financial circumstances have remained unchanged and the pupil has made reasonable academic progress, had good attendance, and maintained good conduct, the award will normally continue at the same level.

The level of a bursary award is not normally increased unless there are quite exceptional financial circumstances and will then be subject to annual review. This might result from the loss of employment through redundancy or long term illness. Situations such as separation, borrowings to support a business or carry out home extensions/improvements etc., or costs of having a child attend university or college would not be regarded as grounds for consideration to provide increased bursary support.

Where there is a reasonable improvement in the family’s income, perhaps due to promotion or change in employment, or improved business in the case of self-employed parents, or receipt of a legacy etc, the level of support would be reduced or removed following discussion with the bursary recipients.

Where the recipient’s circumstances largely remain unchanged it is reasonable to assume the support will be maintained at the same level. It is not the school’s policy to remove bursary support unless there is very good reason such as a significant change in financial circumstances, a lack of effort, poor attendance or misconduct on the part of the pupil, or providing false or misleading information in the application or review forms.

*The above notes are intended to offer general guidance and should you have any questions or wish greater detail contact should be made with the Bursar.*