



BURSARY TERMS AND CONDITIONS

Last Review Date: September 2025
Policy Owner: L Anindita-Beckman
Approved by: F&GP Committee
Next Review Date: September 2026

1. Grant of Bursary

A bursary or renewal of a bursary is awarded at the sole discretion of the school.

2. Ongoing duty of disclosure

All bursary awards are made subject to an ongoing duty of disclosure. Parents are required to inform the school if their financial circumstances improve prior to the annual review taking place.

3. Review

All bursary awards will be subject to annual review for the following academic year and on an ad hoc basis on notification by parents of a change in financial circumstances. Based on the outcome of any review, the school reserves the right to vary the amount of the bursary award with immediate effect by written notice.

4. Withdrawal of the Bursary

4.1. The bursary award may be withdrawn on written notice if:

- 4.1.1. the parent has not complied with the obligations set out in paragraphs 2 and 3 above or;
- 4.1.2. the individual has provided false or incomplete information or attempted to conceal information or;
- 4.1.3. the parent's financial circumstances have improved to the extent that a bursary award is no longer justified. Withdrawal of the bursary shall take effect from the start of the following term or before entry to the school in the case of new pupils.

4.2. The bursary may be withdrawn with immediate effect by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

4.3. If the bursary is withdrawn, parents will also be required to pay any additional sum needed to meet the full acceptance deposit required under clause 3.3 of the school's standard terms and conditions.

5. Repayment of the Bursary

5.1. Parent(s) will be required to repay all or part of the bursary (at the sole discretion of the school) if the bursary is withdrawn as a result of the parent(s) knowingly or recklessly

providing false, inaccurate or incomplete information about their financial position or failing to disclose a change in their circumstances as required under clause 2. 5.2

5.2. In the event that the parent(s) is required to repay all or part of the bursary award clauses 4.6 and 4.7 of the school's standard terms and conditions apply.

6. Fees in lieu of notice

For the avoidance of doubt, the benefits payable under the bursary do not apply to any school term for which the school has required payment of fees in lieu of notice.

7. Conditions of the Bursary

These conditions take precedence over any of the school's standard terms and conditions which are inconsistent with them but in all other respects the school's standard terms and conditions as amended from time to time shall apply and these bursary conditions shall be interpreted with them.

8. Complaints

Complaints about the bursary process should be made to the Bursar in the first instance. A copy of the school's complaints policy is available on the school's website or can be sent to you on request.