



Bursary Policy

Independent Day / Boarding School for Boys and Girls

Bedstone College

Bucknell

Shropshire

SY7 0BG

Authority and circulation

- 1 This policy has been authorised by the Directors of Bedstone College. Its status is advisory only. It is addressed to parents of students and of prospective students and to all members of the teaching and administration staff.
- 2 This policy contains an overview of the Bursary Scheme currently in operation at the College. The policy, together with all ancillary documentation including a financial means questionnaire, is made available to all parents and prospective parents on request.

Aims

- 3 The aims of this policy are:
 - 3.1 to widen student access to the College and ensure that a Bedstone College education is provided to children from a broad spectrum of society;
 - 3.2 to continue the College's long tradition of providing public benefit;

Introduction

- 4 The College is committed to providing significant public benefit. The College has a long history of providing financial assistance to students and their families.
- 5 The College's Bursary Scheme includes both Admissions Bursaries for the parents of new students and Hardship / Emergency / Rescue Bursaries for parents whose financial position worsens unexpectedly once their child is already at the College. The Scheme is designed to assist parents or prospective parents on low incomes who for financial reasons might otherwise be unable to send or continue to send their child to the College.

- 6 Bursaries are entirely means tested and are awarded on an annual basis to parents who are financially eligible and who meet the application requirements set out below in full. Due to the limited financial resources of the College not every eligible application for a bursary will be successful.
- 7 All bursary applications are treated in the strictest confidence. Students will not be made aware that they benefit from a bursary unless informed by their parents.

Publicity

- 8 We view a socially diverse student population as a key component of a full and balanced education. The availability of bursaries at the College is advertised locally.

Eligibility and procedure

- 9 All parents of students and parents of prospective students at the College are eligible to apply for a bursary, and should contact the Headmaster in the first instance for more information.
- 10 All applicants for an Admission Bursary are required to complete a means questionnaire. The questionnaire is designed to provide a full picture of the income and assets of applicants so that the College's Bursary Committee can determine those to whom an offer of a bursary would be most beneficial. Please note that families who may be classified as 'low income' but have substantial assets may be ineligible to receive a bursary.
- 11 In order to have their application for a bursary considered by the Bursary Committee, parents must complete the questionnaire and provide the Bursar with any supplemental information that is requested. It is critical that parents answer all of the questions carefully and in full. All bursaries are subject to an annual means-test review. Nevertheless, should any of the information disclosed in response to the questionnaire become inaccurate at a later date, the College must be informed without delay. For example, should the financial position of parents with a student already at the College worsen unexpectedly, they should contact the Bursar as soon as possible so that a way forward can be agreed. Failure to divulge requested information or a change in circumstances to the College could lead to a bursary being withdrawn or withheld.
- 12 Applying for a bursary will not prevent parents of students or of prospective students from applying for a scholarship, exhibition or other award in respect of their children.

Bursaries

- 13 Admission Bursary applications are considered by the Bursary Committee. The Bursar will notify applicants of whether they have been successful by letter at the earliest possible time. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form.
- 14 Applications for Hardship / Rescue / Emergency Bursaries will be considered by the Bursary Committee as soon as possible after the Bursar has been notified by parents of a change in their financial position.
- 15 Each Bursary offer will reflect the particular circumstances of the recipient and be expressed as a percentage remission of tuition and/or boarding fees. Admissions bursaries are awarded for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Hardship / Rescue / Emergency Bursaries may be awarded on a termly basis depending on the circumstances surrounding the provision of the award.

- 16 All bursaries are paid at the discretion of the College and are subject to review by the College at any time.

Authorised by	THE DIRECTORS: BEDSTONE EDUCATIONAL LIMITED
Date	DATE 5 th September 2017

Effective date of the policy	DATE 5 th September 2017
Circulation	Governors / teaching staff / all staff / parents of students and of prospective/ students on request
Status	This policy will be reviewed annually

Bedstone Educational Ltd: a company limited by guarantee
Registered in England number: 10438437



Confidential Means Questionnaire

Name of Parent:

Bedstone College

Bucknell

Shropshire

SY7 0BG

Please make sure that you answer all of the questions below as fully as you can before signing the declaration and returning the completed questionnaire to the Bursar.

A: Personal details

Full name of student	Date of birth
Name generally used	Date of entry

Parents

Parent / Guardian 1	Parent / Guardian 2
Name in full (including title) (please include all names)	Name in full (including title) (Please include all names)
Date of birth	Date of birth
Relationship to the Student Will you be responsible for paying the fees Yes/No	Relationship to the Student Will you be responsible for paying the fees Yes/No
Address Postcode	Address Postcode
Contact telephone number	Contact telephone number
Fax	Fax
Mobile	Mobile
Email	Email
Occupation	Occupation

Employment status	Employment status
Employer / Business	Employer / Business
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email

B: Your income over the last 12 months

(Please provide figures for income on a monthly basis)

	Parent / Guardian 1	Parent / Guardian 2
Net monthly salary (after deductions)		
Interest on savings (net not gross)		
Dividends from shares (including any company of which you are a director)		
Rent from owned property		
Pension received		
Money from second job		
Money from others in household		
Income support		

Jobseeker's allowance		
Child maintenance		
Department for Work and Pensions benefits		
Income from other assets or trusts		
Payments from insurance policies, payments from other payment protection policies or plans		
Permanent health insurance		
Any other sources of income		
Benefits in kind		
Total		

C: Monthly Outgoings

	Parent / Guardian 1	Parent / Guardian 2
Mortgage payments on principal residence		
Mortgage payments on second premises/holiday home		
Rent on principal residence		
Pension contributions		
Life policy and other insurance policies		
Loans		
Utility bills (elec/gas/tel/water)		
Tax/NI contributions (if self employed)		
Car Ins, Tax & running costs		
Household (food/cleaning/etc)		
Council Tax		
Buildings/Home Contents insurance		
Holidays/Entertainment & Leisure		
Clothing & footwear		
Medical expenses		
Pets expenses		
Total		

D: Capital assets

	Parent / Guardian 1	Parent / Guardian 2
Property		
Market value of principal residence		
Freehold or leasehold		
Market value of other properties (including any abroad)		
Car(s)		
Investments		
Bank / Building society deposits		
Shares		
Individual Savings Accounts (ISA), PEPs, Bonds		
Shares in unit trusts and other stock market investments		
Corporate assets		
Directors fees		
Cash		
Current accounts		
Savings accounts		
Redundancy payments or any other payments received on the termination of employment		
Total		

E: Liabilities

Totals	Parent / Guardian 1	Parent / Guardian 2
Outstanding value of mortgage		
Other loans (secured and unsecured): please give details (eg long term credit card debt)		
Total		

Totals

Totals	Parent / Guardian 1	Parent / Guardian 2
Assets		
Liabilities		
Net assets		

F: Dependants

	Parent / Guardian 1	Parent / Guardian 2
Child one		
Name		
Date of birth		
School attended		
Child two		
Name		
Date of birth		
School attended		
Child three		
Name		
Date of Birth		
School attended		
Other dependants: please give details		

G: Documentation

Please indicate which of the following documents have been provided to support your application:

	Parent / Guardian 1	Parent / Guardian 2
Income		
Payslips		
P60		
IR tax calculation (self-assessment)		
Bank statements & Savings account statements		
Assets		
Mortgage statement		
Property valuation		
Investment portfolio valuation		

H: Declaration

I / We confirm that I / we have answered all of the above questions in full and that should any material change occur to our financial circumstances that I / we will inform the bursar immediately.

I / We understand and agree that the award of a bursary is dependent on:

- the student working hard, contributing positively to the life of the College and setting a good example to other students
- parental support of the student to achieve the purposes of the award and to uphold the good name of the College
- payment of the balance of the account before the first day of term.

I / We understand and agree that the bursary may be withdrawn if:

- we have provided incomplete or false information, whether recklessly or knowingly
- we fail to report any material change in my/our circumstances in full immediately
- we fail to produce documentary evidence supporting any of the information disclosed
- our child falls below the required standards of conduct or progress and in the opinion of the governors there has been no improvement following consultation with the parent and student

and a written warning.

I / We understand and agree that I / we shall be required to repay all or part of the bursary if:

- our child has engaged in serious misconduct or has been expelled or removed for reasons of misconduct
- our child is withdrawn from the College for any reason without a term's written notice having been given.

Signature

.....

.....

[PARENT / GUARDIAN 1]

[PARENT / GUARDIAN 2]

Date

.....

.....

DATE

DATE

