



BURSARY POLICY

Policy No.:	GRSS	Version:	000
Drafted By:	Bursary Committee	Status:	Current
Responsibility:	Finance/Management	Scheduled review Date:	5/5/12

1.0 INTRODUCTION

The Importance of Fees:

Glenaeon strives to bring the highest quality Steiner education to its students. Government grants account for only a limited proportion of the costs incurred in providing this education. The monies flowing from payment of Glenaeon's fees and levies account for approximately 75% of the school's total costs. The Glenaeon School Council is nevertheless committed to maintaining as equitable access to the school as possible. For this reason full and partial bursaries may be awarded in accordance with this policy.

2.0 PURPOSE

The purpose of this policy is to define what Bursaries entail at Glenaeon and to set out the conditions under which they may be awarded.

DEFINITIONS

There is an important distinction between scholarships (not means-tested) and bursaries (means-tested).

Scholarships are awarded to children who have been assessed as having particular talents valued by the school or particular circumstances recognised by the school as deserving of special consideration and are offered a scholarship irrespective of their financial circumstances. Scholarships have not been offered by the school in the past, but the Council may consider them in the future. They specifically refer to students who are not yet at the school.

Bursaries are means-tested, and maybe offered to children who are currently enrolled at the school, principally to provide families with short term assistance with school fees. Bursaries may be awarded where financial need is demonstrated and the child would otherwise be unable to remain in the school.

3.0 POLICY

Glenaeon Rudolf Steiner School Council is committed to maintaining access to the school for parents whose circumstances change by offering means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be offered in the form of a discount of up to 50% and in exceptional circumstances 100% on tuition fees payable, depending on the financial, compassionate or other circumstances of applicants.

Bursary offers are subject to annual review and may be increased, decreased or withdrawn depending on parental or student circumstances and/or capacity of the Bursary Fund to maintain the bursary.

Bursaries may be varied upwards or downwards depending on individual parents/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

Requests for the financial support of a bursary normally apply to existing students of the school where there has been:

- a change in parents or guardians' circumstances resulting in difficulty in meeting tuition fees that may result in the child being withdrawn part way through a stage of their education.
- a good credit history of the family prior to the change in circumstances;
- a good record of behaviour and attitude from the student demonstrating a commitment to the values of the school.

The number of Bursaries offered may vary from year to year depending on the amount of funds in the Bursary Fund account.

3.1 THE APPLICATION PROCESS

Bursaries may be made available to parents/guardians of children in any year group at Glenaeon Rudolf Steiner School. Bursaries are offered according to Bursary criteria as outlined in this policy and at the discretion of the Bursary Committee.

The Bursary Committee consists of two Council members, Collegiate Chair and the Finance Manager. Together they are responsible for management of the Bursary application process. Applications must be received by the 1st day of term 4 of each year and will all be reviewed at a meeting of the Bursary Committee. Full details of the application process are set down in the **Bursary Application Procedure** and involve a number of steps including

- provision of evidence of financial need;
- assessment of likely level of support;
- possible interview with Finance Manager/Collegiate Chair;
- consideration of other factors as described below in the Case for Assistance.

3.2 THE CASE FOR ASSISTANCE

The Finance Manager and The Collegiate Chair will consider a number of factors when making the assessment of the requirement for Bursary.

These are as follows:

Suitability of the Student

This criterion is an important requirement and will be assessed by reports from the student's teachers. Bursary funds are limited and are awarded to those judged most suitable. Priority will be given to those:

- completing a stage in their schooling (eg up to Class 6, 10 or 12)
- contributes regularly and on an ongoing basis to their classes and the life of the school community
- longevity in the school.

Financial Limitations

The amount of the Bursary offered is determined by need. Each case is assessed on its own merits and offers are made accordingly, subject to the School's ability to fund these within the overall Bursary budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal to that family. However, the School has a duty to ensure that all bursary grants are allocated appropriately and so a number of factors will be considered in determining the level of any bursary grant to be awarded. These will include (but are not limited to):

- The ability to improve the financial position or earning capacity of the family.
- The opportunities available to release any capital to fund school fees. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.
- In cases of separation, any contribution made by the absent parent.
- Where fees are being paid to other schools or universities.

Other Factors.

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered.

These include:

- Where a child has siblings at the School.
- Where the social needs of the child need to be taken into account.
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
- Where a parental separation or parental bereavement may result in the child having to be withdrawn from the School.

Sudden Changes in Family Circumstances

Within the overall yearly Bursary budget, the School will in normal circumstances set aside each year a dollar amount for cases of sudden, unforeseen need or where applications meriting Bursary assistance are received out of the normal calendar cycle. Parents/guardians with a child at the School whose financial circumstances suddenly change are advised to discuss the matter with the Collegiate Chair, who will be able to supply a Bursary application form. Such offers are subject to the availability of funding and cannot be guaranteed.

3.3 ANNUAL REVIEW

All Bursary offers are subject to a review of parental means each year and may be varied upwards or downwards, or withdrawn depending on parental circumstances.

3.4 EXISTING BURSARY

Beneficiaries must reapply for a bursary each year.

For those already in receipt of bursaries, the Collegiate Chair and Finance Manager, in making their joint recommendation to the Bursary Committee, have the discretion to recommend to the Committee the reduction or withdrawal of an offer where a student's progress, attitude or behaviour has been unsatisfactory.

3.5 CONFIDENTIALITY

The School respects the confidentiality of bursary offers made to families and therefore information concerning a family's bursary application and received support is strictly maintained within the Bursary Committee. Families in receipt of bursaries are also expected to maintain the same level of confidentiality.

4.0 RESPONSIBILITIES

The Management Group is responsible for ensuring this policy is adhered to throughout the school. The Bursary Committee is responsible for assessing applications and offering Bursaries in accordance with this Policy.

4.2 CONTACT POINT

Questions about this policy may be directed to the Finance Manager.

5.0 RELATED DOCUMENTS

- Bursary Application Procedure
- Bursary Application Form

6.0 AUTHORIZATION

Collegiate Chair on Behalf of Bursary Committee & Management Group

ANDREW HILL

A handwritten signature in blue ink that reads "Andrew Hill". The signature is written in a cursive style with a large initial 'A'.

29/09/10

Name

Signature

Date



BURSARY APPLICATION PROCEDURE

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Bursary Committee consists of two Council members, the Collegiate Chair and the Finance Manager. Together they are responsible for management of the Bursary application process. Applications must be received by the 1st day of term 4 each year and will all be reviewed at a meeting of the Bursary Committee.

• **Step One**

Parents/guardians seeking a bursary should complete the Bursary application form which seeks to establish the financial circumstances of the family. The form, which requests details of income & capital, must be accompanied by supporting evidence. The completed form, together with the supporting documentation (see 3.0), is to be submitted to the Finance Manager by the parents/guardian.

- **Step Two**

The Finance Manager and the Collegiate Chair assess all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. This assessment includes consideration of the range of alternative fee payment arrangements available and viable for the family.

This may involve an interview with the school.

- **Step Three**

The Finance Manager and the Collegiate Chair prepare a recommendation in accordance with the policy.

- **Step Four**

The recommendation is presented to the Bursary Committee for approval.

- **Step Five**

The parents/guardians are advised in writing whether their child is to be offered a Bursary and the level of the offer.

- **Step Six.**

Parents/guardians are then required to sign a letter of acceptance including an acknowledgement of agreeing to any conditions relating to the Bursary.

3.0 SUPPORTING INFORMATION FOR APPLICATION

The Finance Manager and the Collegiate Chair will consider a number of factors when making the assessment of the requirement for Bursary. It is important that information is provided with the application to demonstrate the following:

Suitability of the Student.

This criterion is an important requirement and will be assessed by reports from the student's teachers. Bursary funds are limited and are awarded to those judged most suitable. Priority will be given to those:

- completing a stage in their schooling (eg up to Class 6, 10 or 12)
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6.0 AUTHORISATION

Collegiate Chair on behalf of Bursary Committee & Management Group

ANDREW HILL



29/09/10

Name

Signature

Date



Glenaeon Rudolf Steiner School

Unfolding Individual Journeys

BURSARY APPLICATION FORM

THIS APPLICATION MUST BE MADE EACH YEAR AND REMAINS STRICTLY CONFIDENTIAL TO THE BURSARY COMMITTEE
PLEASE COMPLETE ALL SECTIONS IN FULL
RETURN THE COMPLETED FORM TO THE FINANCE MANAGER

Personal Details:

Surname:	-----	-----
	FATHER	MOTHER
First Name:	-----	-----
	FATHER	MOTHER
Address:		
Phone:	H:	M:
		W:
Occupation:	-----	-----
	FATHER	MOTHER

Students at Glenaeon Rudolf Steiner School

Please list the full name(s) including the surname(s) of each of the students for whom you wish to apply for a Bursary:

Name	Class in 2010

Please state briefly why you are seeking a Bursary for 2011:

Full tuition fee for your family	
Amount your family is able to pay: (Amount per fortnight, payable for 26 fortnights)	
How long (in terms or months) do you believe you may require this assistance?	

School Involvement: Activities attended and/or details of contributions to life of the school during the past year.

Documents to be attached:

- Last two years tax returns for both parents
- Copies of bank statements for the last two years

Declaration of Assets

Home: Owned/Mortgage:

Value of home: \$

Amount of mortgage outstanding: \$

Investments

Include here any real estate, shares, debentures, bonds or any other such investment which are held by you or are being held for you. If any of these is being held in trust for a future date, please declare it but indicate the date to which it is being held. Documentary evidence should be attached to this form.

Other Assets

Include here any cash, art works, life insurance, and superannuation, debts owed to you or any other assets that may be being held by or for you. Documentary evidence should be attached to this form.

TERMS AND CONDITIONS

Tuition fees are a vital component of school income.

Assistance given by the Bursary Fund is limited, and is intended to reduce the cost to some families who find themselves temporarily in difficult financial circumstances. Priority will be given to those families who have a demonstrated commitment to the school, as evidenced by parental involvement in the past year(s), (as well as involvement proposed in the coming year), regular payment of past tuition fees and the number of children at the school. It is not possible for all applications to receive assistance.

When your financial position improves, it is expected that you will advise the Fund, so assistance may be reallocated to those in greater need.

COMMITMENT

We hereby make application for tuition fee assistance for the coming year. This application is submitted in good faith, and I/We solemnly declare conscientiously believing that all details contained herein to be true.

In the event that this application results in a reduction of the school fee payable I /We agree and accept that reduced fees are made possible in part through the support and commitment of the whole school community of which I /We are part. In response to and as part of our commitment to that "partnership" arrangement I /We give the following undertaking:

- To pay the Agreed assessed fee in terms by the first day of each term or in terms of any arrangement agreed with the Finance Manager,
- To give the payment of school fees equal or higher priority for payment in recognition of the importance we place on the education of our children,
- To advise the Fund when financial circumstances result in assistance no longer being required.

Signed:

Signed:

Date: