

SALESIAN COLLEGE Farnborough

MEANS -TESTED BURSARIES

General

The Governors of Salesian College are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means each year and 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 financial support usually fall into two categories:

- New applicants to the College, where a place has been offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

New Applicants to the College

Awareness. Information provided by the College alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The College prospectus.
- The College website.
- The local press by means of advertisements.

The Application Process.

Bursaries may be made available to parents/guardians of children entering any year group of Salesian College. They are awarded at the discretion of the Governors, and the Headmaster and College Bursar are responsible for the management and coordination of the process.

- Step One. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form,

which requests details of income and capital, may be found at Annex A and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the **date of the Entrance Exam** in any year for bursaries to start the following September.

- Step Two. The Bursar assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the College. This may involve the Bursar, or his representative, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Three. The Bursar prepares a recommendation which is considered with the Headmaster and a joint recommendation is then reached.
- Step Four. The joint recommendation is presented to the Bursary Committee for approval.
- Step Five. End of February. The parents/guardians are advised whether their child is to be offered a place at the College and of the Bursary offer.
- Step Six. Parents/guardians are then required to sign a letter accepting the place at the College and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance.

The Headmaster and Bursar will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the College is the first consideration in granting support.

- Suitability. In assessing a child's suitability, attention will be given to the Admissions policy and the academic assessment result of each applicant, but potential and other talents will also be considered as well as actual academic achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Headmaster, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the College. In normal circumstances, each applicant should meet the School's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour, attitudes to learning and contribution to whole school life.
- Financial Limitations. The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the College's ability to fund these within the context of what is viable within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal and treated in confidence. However, the College has a duty to ensure that all bursary grants are well focussed and so, as well as current

earnings, other factors which will be considered in determining the necessary level of grant will include:

- The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
- Opportunities to release any capital. 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, the contribution made by the absent parent.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- Where fees are being paid to other schools (or universities) the College's grant will take into account all these outgoings.
- Acknowledging that others might have a different view, the College considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.
 - A second property/land holdings.
- 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 College.
 - Whether the child is a practising Roman Catholic or is in full sympathy with the religious character of the College.
 - Where the social needs of the child are relevant (eg: may be suffering from bullying at their present school).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
 - Where a separation has resulted in the child having to be withdrawn from the College adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the College will in normal circumstances give consideration to cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints and is at the discretion of the Headmaster. Parents/guardians with a child at the College whose financial circumstances suddenly change may apply for a concession to the Headmaster, explaining their situation and using the forms at Annex A. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms during April of each year for return by the middle of the following month, May. For those previously in receipt of bursaries, the Headmaster and Bursar, in making their joint recommendation to the Bursary Committee, have the discretion to recommend to the Governors the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the College, for example by the late payment of any contribution they are making to the fees.

Confidentiality

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

The Bursary policy will be kept under review at all times and may alter in response to changes to current legislation and in line with good practice.

Annex:

A. Bursary Application Form

CONFIDENTIAL

SALESIAN COLLEGE

**Confidential Statement of Financial Circumstances
in Support of an Application for a Grant**

This questionnaire is in the form recommended by the Independent Schools Bursars' Association

CHILD

- a) Full Names
- b) Date of Birth c) Religion

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2) PARENTS

Father/Step Father

Mother/Step Mother

- a) Names
- b) Style or Title
- c) Address(es)
.....
.....
- d) Occupation
- e) Daytime Tel. Number

3) INCOME

(Please enter below your current earnings and expected income from all sources for this tax year).

	Father/ Step Father £	Mother/ Step Mother £	For College Use Only
a) Gross Salary and other similar earnings. (Including all taxable benefits and emoluments).	
b) Profits of any business or profession.	
c) Gross pension, widow's pension, etc.	
d) Gross investment income from dividends, interest property income etc.	
	Father/ Step Father £	Mother/ Step Mother £	
e) Redundancy or lump sum payments.	
f) Social Security benefits.	
g) Separation or Maintenance Allowance.	
h) Benefits in Kind provided free by reason of employment.	
i) Any other income not included in (a) to (h) above.	

NOTE: YOU WILL BE ASKED TO PROVIDE PROOF OF INCOME DERIVED FROM ANY OF THE CATEGORIES LISTED ABOVE INCLUDING WHERE APPROPRIATE P60s, SCHEDULED OR SCHEDULE E ASSESSMENTS, MONTHLY PAYSLEIPS ETC.

4) OUTGOINGS

a) Tax payable on incomes declared above. (including tax deducted at source).	
b) National Insurance Contributions.	
c) Superannuation contributions.	
d) Mortgage Interest (state interest only and not instalment of mortgage repaid).	
e) Endowment mortgage insurance.	
f) Any other interest payable. (please specify).	

g) Annual rent and/or Council Tax payable on home.

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5) CAPITAL ASSETS

a) Approximate market value of all investments.
(including stocks, share, unit trusts, PEPs, Tensas, Bank and Building Society deposits).

b) Approximate market value of house.
(freehold or leasehold).

c) Approximate market value of other possessions including house contents, cars etc.

d) Cash at banks or elsewhere. *(current accounts only)*.

e) Approximate market value of any other assets.
(please specify and include the market value of any Insurance Policies maturing in this tax year).

f) Approximate market value of any other properties owned either at home or abroad.

6) CAPITAL LIABILITIES

(Please give details of any capital charges against the assets declared in Section 5).

a) Mortgage – amount outstanding on house.

b) Other liabilities.

7) DEPENDANT CHILDREN

(include the child to whom this application refers: if more than 4 children, give details on a separate sheet)

	1	2	3	4
a) Forename.
b) Date of Birth.
c) Sex.
d) School or College.
e) Boarding or Day.

	£	£	£	£
f) Annual school or other educational fees. <i>(excluding extras and sundry disbursements).</i>
g) Compulsory additional school charges.
h) Amount of fees shown in (f) covered by:				
i) Government Assisted Places Scheme, Scholarships, Bursaries or allowance given by school.
ii) Annual sum arising from capital repayment scheme
	£	£	£	£
iii) Services/Company Allowances (gross). <i>(state whether the sum has been included in gross salary at 3 (a)).</i>
iv) Annual sum arising from Educational Insurance Policies.
v) Assistance from any other sources e.g. Grandparents, trusts, settlements etc. <i>(please specify).</i>
i) Annual income of child. <i>(if any).</i>

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The details requested with regard to the fees payable on behalf of other children are for information only and will not normally be taken into account in the assessment of the level of grant awarded.

8) OTHER DEPENDENTS *(Please give details)*

9) ANY OTHER RELEVANT INFORMATION *(Continue on separate sheet if necessary)*

10) CERTIFICATE

I/We have made a complete statement of my/our financial situation and circumstances generally.
I/We undertake to renew this statement annually, if called upon to do so, and in any case to report immediately any material change in the financial position details.

Date: Signature:

Date: Signature:

ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who need financial assistance, all those who apply for a grant from the School are asked to enquire if they are eligible for assistance from any other source.

Please state:

- a) Whether you have applied to trusts or foundations for a grant?
- b) if so to which trusts and foundations and with what result?