



## MALVERN COLLEGE

### BURSARY POLICY

#### Authority and Circulation

1. This policy has been authorised by the Governing Body of Malvern College (“The College”). Its status is advisory only. It is addressed to parents of pupils and of prospective pupils 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 pupil access to the College and ensure that a Malvern education is provided to children from a broad spectrum of society;
  - 3.2 to continue the College’s long tradition of providing public benefit;
  - 3.3 to meet and if possible exceed the Charity Commission’s public benefit requirements applicable from time to time.

#### Introduction

4. The College is a registered charity that is committed to providing significant public benefit. The College is aware of its obligations under the Charities Act 2006 and seeks to adhere to the public benefit principles identified by the Charity Commission. This policy will be reviewed on an annual basis to take into consideration the latest guidance from the Charity Commission.
5. The College has a long history in providing financial assistance to pupils and their families. While the costs of running the College require that those who can pay full fees must do so, every year the College foregoes substantial fee income through bursaries, scholarships and exhibitions.
6. The College’s Bursary Scheme includes both Admissions Bursaries for the parents of new pupils 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.

7. 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.
8. All bursary applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from a bursary unless informed by their parents.
9. Approximately 5% of the pupils at the College at any one time benefit from a bursary equivalent to between 10% and 80% of fees. In some circumstances up to 100% fee remission is available.

### **Publicity**

10. We view a socially diverse pupil population is a key component of a full and balanced education. The availability of bursaries at the College is advertised.

### **Eligibility and Procedure**

11. All parents and prospective parents of pupils at the College are eligible to apply for a bursary and should contact the Bursar at the College in the first instance for more information.
12. 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 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.
13. In order to have their application for a bursary considered by the College, 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 or more frequent 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 the parents with a pupil 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.
14. Applying for a bursary will not prevent parents of pupils or of prospective pupils from applying for a scholarship, exhibition or other award in respect of their children.

## **The Bursaries**

15. The deadline for an Admission Bursary is 30 June in the year of entry.
16. Admission Bursary applications are considered by the College throughout the year. The Bursar will notify applicants of whether they have been successful by letter within 21 days of the deadline. Successful applicants will be sent a letter of offer specifying the conditions of award and requiring them to complete and sign an acceptance form.
17. Applications for Hardship/Emergency/Rescue Bursaries will be considered by the College as soon as possible after the Bursar has been notified by parents of a change in their financial position.
18. Each Bursary offer will reflect the particular circumstances of the recipient and be expressed as either a % or fixed amount remission of day and/or boarding fees. Admissions bursaries are awarded through to the end of the Upper Sixth (subject to annual review of means) and remain subject throughout that period to the conditions of award provided with the letter of offer. Hardship/ Emergency/Rescue Bursaries may be awarded on a termly basis depending on the circumstances surrounding the provision of the award.
19. All bursaries are paid at the discretion of the College and are subject to review by the College at any time.

Authorised by

The Malvern College Council

Date

November 2009

Bursary Scheme  
Conditions of Award

1. Obligations of the pupil: A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the College, to be a credit to the College and to set a good example to other pupils.
2. Obligations of the parent/s: Parents are expected to support and encourage the pupil to meet his/her obligations and to uphold the aims and the good name of the College. Parents are also required to pay the balance of the fees due by the first day of term.
3. Withdrawal of the Award: The Award may be withdrawn by written notice sent to a parent if, in the opinion of the College, acting in good faith, the pupil or parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct and progress and in the further opinion of the College there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term.

Further, the Award may be withdrawn by written notice if:

- The balance of the fee account remains unpaid 28 days after a written reminder has been sent to the parents;
  - The parents fail to disclose accurate information about their financial position.
4. Repayment events: Parents shall be required forthwith upon written notice to repay all or part of the benefits they have received under the Award in any of the following circumstances:
    - a) up to three terms' benefits (if received) if the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Head acting in good faith;
    - b) up to three terms' benefits (if received) in a case of the pupil being withdrawn for any reason during a College term without a term's written notice having been given;
  5. Fees in Lieu of Notice: For the avoidance of doubt, the benefits receivable under an Award do not apply to any term for which the College has required payment of fees in lieu of notice.
  6. Terms and Conditions: These Conditions of Award take precedence over any of the College's terms and conditions which are inconsistent with them but in all other respects the terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.