

Fee Remission and Bursary Policy

All fee remissions and bursaries are granted at the discretion of the Prep Schools Trust.

Fee Remissions

Fee remissions on tuition fees only will be automatically applied to eligible pupils meeting the following criteria:

Staff – 50% (pro rated depending on working presence) available in any Trust school for children of Cothill Trust staff

Forces – 20% to children of parents in receipt of CEA at boarding schools only

All other fees and charges related to these pupils are payable in full at the published rates.

Bursaries

All other fee remissions other than those listed above will be on a means tested basis.

Means tested bursaries are available to families who complete and submit an application to be externally assessed by Bursary Administration Limited ("BAL"). This entails a full financial review of a family's income, expenses, assets and liabilities together with a home visit. Employees in receipt of a standard staff discount are also able to submit an application for an additional means tested bursary for the remaining element of the fee.

The report provided by BAL is reviewed at Trust Office and the level of support awarded is communicated to the families in writing. All information provided is kept strictly confidential.

For an entry bursary, a pupil must have been offered a place and paid an entry deposit. Should the level of bursary awarded be insufficient for the pupil take up their place then the entry deposit will be refunded in line with the Trust's standard terms and conditions.

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