



Bursary Policy

Owner:	Director of Finance	Date Reviewed:	January 2022
Review Period	3 Years	Next Review Date:	January 2025

All bursaries are granted, subject to available resources, 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:

Forces – 20% to children of parents in receipt of CEA for boarding fees only

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

Bursaries

All discretionary bursaries will be awarded on a means tested basis.

For current Trust parents who experience a change in financial circumstances and require financial assistance to continue their child's education at a Trust School, a means tested bursary may be available upon application.

Bursaries are also available for children entering a Trust School from September 2022 at **Year 3 and above**. A pupil must have been offered a place and have paid an entry deposit. Should the level of bursary awarded be insufficient for the pupil to take up their place then the entry deposit will be refunded in line with the Trust's standard terms and conditions.

For all bursaries, parents must 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 telephone interview or home visit.

The report provided by BAL is reviewed at the Trust Office and, if the application is successful, the level of support awarded is communicated to the family in writing. Application is not a guarantee of any support. All information provided is kept strictly confidential.