



BURSARY SCHEME - INFORMATION GUIDE

INTRODUCTION

William Clarke College (the College) operates for the purpose of providing children with a quality education at an affordable price. Some years ago the College decided to remove staff discounts, sibling discounts, early payment discounts and any other discount in favour of a Financial Assistance Programme.

This programme provides financial relief to those families who may not be able to afford to pay for all the costs of education. It assists families in financial hardship as opposed to everyone in a category regardless of their financial position.

The Financial Assistance Programme delivers assistance through two means:

1. Scholarships – Offered during the Enrolment process – Aim: To attract children to the College where the family might not otherwise be able to afford a William Clarke College education.
2. Bursary – Granted to existing families – Aim: To enable children to continue at the College even though the family is facing financial hardship due to changed circumstances or events since enrolment.

This guide deals with the Bursary Fund.

BURSARY PROCESS

The processes are kept to a minimum and confidentiality is maintained throughout. The process consists of:

- Family contacts the Business Manager to discuss their need to apply for a bursary
- Family is sent information about bursaries and the bursary application form to complete
- Family completes the form and lodges the application with the College
- Family is contacted to arrange a bursary interview with the Head and Business Manager. This meeting allows you to explain your unique family circumstances and provide background information to assist the Head and Business Manager in understanding the context of your present financial position.
- The Head and Business Manager assess the need based on all information and recommend a level of support to the Finance Committee (Circumstances are divulged but not identities).
- A written response will be provided by the College to indicate the level of support that is available.

The College does not require anything special of a child who is a Bursary recipient. Like all other children at the College they would be expected to comply with all College rules and expectations and contribute to College life in a positive way.

BURSARY MEETING

The aim of the bursary meeting is for you to provide the College with your story, including the circumstances applicable to your family situation and financial position. This meeting is a vital component if the College is to fairly assess the allocation of financial assistance.

Whilst we do not wish to intrude upon your financial matters, we do need to be good stewards of the Bursary Fund. Examples of circumstances that might require us to ask more questions might include:

- If your assets consist of any substantial investments, why those investments are not used to pay education costs.
- If you are able to afford to borrow to pay education costs, why you would not.
- If both parties do not work full-time, the reasoning or circumstances behind that decision.

CONFIDENTIALITY

The College does not divulge bursary recipient's details in any public form. The child's teachers, tutors or Heads of House are not advised. The Finance Committee is not advised of names. Your financial details are known by a limited number of people; particularly the Head, Business Manager, Director of Enrolments and the College Accountant.

It is the decision of the parents whether to tell the child they are a bursary beneficiary.

OUTCOMES OF THE BURSARY PROCESS

Bursary assistance usually falls in the range of 25% to 75% of the tuition fee. The College does provide 100% support in extreme cases.

It is important to note that bursary assistance applies only to the tuition fee component. Families are expected to pay for extras charges relating to their child's additional activities.

The College will send you a letter after the bursary meeting to indicate the level of support that is available to meet your circumstances.

BURSARY REVIEWS

The College conducts a review of all Financial Assistance recipients every two years. This is to assess whether the circumstances are the same, worse, or improved and allow the opportunity to re-evaluate ongoing support and make necessary adjustments. As part of this review, the student would be expected to continue to contribute to College life in a positive way.