



Rugby School

## **Foundationship & Scholarship Augmentations and Bursaries Policy**

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September 2018

## Responsibility for updating this policy: Chief Operating Officer

### Introduction

The Governing Body of Rugby School is committed to broadening access to the School to students who would benefit from an education at Rugby, by offering financial support with the payment of School fees to parents or legal guardians who are unable to afford them.

Parents or legal guardians of students who are awarded a Scholarship may elect to accept a 10% fee concession. More than one Scholarship can be awarded although the total fee reduction available is limited to 10%. **The level of support provided can be augmented up to 100% of School fees subject to means assessment.**

Additionally, at the Head Master's discretion, exceptional awards with a fee concession which may be greater than 10% can be made where, during the assessment process, exceptional potential is identified.

In order to promote awareness of the availability of means-tested financial assistance for places at the School, information is included with the School prospectus, on the School website and in advertisements in the local and national press.

### Eligibility

Parents or legal guardians of children who have been awarded a Foundationership or a Scholarship may apply, at any time, to have the award augmented.

Parents or guardians of children already at the School who have not been awarded a Foundationership or Scholarship may apply for a bursary if there is a significant change in circumstances (for example a reduction in earnings or a redundancy) which could not reasonably have been foreseen at the time of entry into the School. In such cases, bursaries would not normally be approved until the student has completed one academic year at Rugby. When considering such applications the Bursaries Committee will take account of a report, usually from the relevant Housemaster or Housemistress, on the student's contribution to the life of the School.

### The application process

1. Parents or legal guardians seeking a scholarship augmentation or bursary are required to complete an application form (Confidential Statement of Financial Circumstances) which requests details of income, certain outgoings, assets and liabilities. Forms can be obtained from, and completed applications together with the required documentary evidence returned to, the Chief Operating Officer at: -

Address:       The Bursary  
                  10 Little Church Street  
                  Rugby  
                  CV21 3AW  
Email:         [bursary@rugbyschool.net](mailto:bursary@rugbyschool.net)  
Telephone:    01788 556260  
Fax:            01788 561017

All applications for scholarship augmentations for new entrants must be completed fully and submitted to the Chief Operating Officer no later than the closing date for applications of the relevant scholarship examination, details of which can be found in the Admissions section of the School's website or from the Registrar on 01788 556276 or [registry@rugbyschool.net](mailto:registry@rugbyschool.net).

**Completed bursary applications received after the closing date may not be assessed until after the result of a scholarship application is known**

**We are not able to provide an indication of the amount of financial assistance that may be available until the Registration Form has been completed and returned to the Admissions Office, together with payment of the Entrance Fee.**

Applications arising from a significant change in financial circumstances may be submitted at any time.

2. The Chief Operating Officer will assess all applications and may request a meeting with the parents or guardians at their home or at the School to ensure that the information declared has been correctly interpreted and, therefore, that the financial assessment has been carried out in a fair and consistent manner.
3. The Chief Operating Officer presents a recommendation in accordance with the School's assessment process to the Bursaries Committee, appointed by the Governing Body to make decisions on augmentation and bursary awards.

All applications are submitted to the Committee, whether or not the Chief Operating Officer recommends that an award be approved.

4. The Bursaries Committee meets twice a year and its decisions are communicated to parents or guardians in writing by the Chief Operating Officer, normally within two working days of the relevant meeting. The amount of an award is not influenced by the level of academic ability of the child, but by the extent of financial need. Each case is assessed on its own merits and awards are offered accordingly. The Bursaries Committee's decisions on all applications are final.

### **Considerations in the assessment process**

Each application is considered on its own merits. It is recognised that judgments about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that any financial support it offers is well focussed and targeted towards those most in need. Therefore, in determining the appropriate level of assistance to be offered, in addition to current earnings, other factors will be considered, including: -

- Family circumstances. The School will take family circumstances into account; the need to care for children under school age or to look after other dependants, or perhaps the particular requirements which one or other partner's work might impose on the other. In some cases, one or both parents are prevented from working through incapacity. However, where there are two partners we normally expect them to be employed and a family's ability to improve its financial position or earning power will be considered.

- Costs associated with other dependants eg. sick or disabled parents or children, siblings' Rugby School fees contributions
- Substantial realisable equity in the applicant's home and ownership of or interest in other properties or assets.
- In cases of separation, the contribution made by the non-resident parent.
- Contributions to school fees or household costs by other family members, adults unrelated to the child or by other sources.
- The level of fees for the child paid previously to other independent schools.
- Expenditure on frequent holidays, luxury cars and home improvements
- Significant savings and investments that could be used for the payment of school fees.

### **Review of bursary awards**

All awards are reviewed at least annually and may be increased or decreased if the financial circumstances of the applicants changes significantly. If the financial circumstances remain essentially constant from time to time, parents can assume that their contribution to School fees will change very little, if at all.

### **Availability of bursary funds**

There are limited funds available for bursaries; therefore, in order to allow the School to offer financial assistance to future applicants who meet the criteria for bursary awards, we would be most grateful if parents would consider repaying all or part of the bursary received when and if their circumstances allow.

Authorised Compliance and Risk Committee	
Date:	26 September 2018