

Date: August 2023  
Review date: August 2024  
Responsibility: MW, DR

# Bishop Challoner School



## Bursaries Policy Appendix 2A Bursary Terms and Conditions

**NAME AND FORM – XX% BURSARY AWARD – FROM DATE**

Mr. M. Wallace, the Headteacher of Bishop Challoner School, has agreed to a XX% Bursary to run from (Month) 20XX for XXX who will be in Year XX from (Month) 20XX

Before accepting the offer, please carefully note the following Term and Conditions applicable to the Bursary Award.

## **BURSARY AWARD – TERMS & CONDITIONS**

**Obligations of the Parent(s)/Guardian(s):** The offer of one of the limited number of Bursaries by the School is to provide some short term assistance to Parent(s)/Guardian(s) who are experiencing financial difficulties. This support is for a period of one term only, but the position may be reviewed towards the end that term. The School should be informed immediately of any changes in Parent(s)/Guardian(s)' circumstances. **The offer is confidential and must not be discussed with other parties.**

**School Fees:** Parent(s)/Guardian(s) are required to pay the School Fees **IN FULL** on receipt of Invoice, or before the first day of term unless an arrangement has been agreed with the Bursar's Office to pay in instalments. In that case, the exact payment amounts and dates of the instalments must be strictly adhered to. **The Bursary Award will be withdrawn if either of the above conditions are not met. Also, the commencement of the Award is conditional upon the clearance of any outstanding School Fees.**

**Withdrawal Of The Award:** As stated above, the Award of the Bursary will be reviewed termly and may be withdrawn by written notice sent to the parent(s)/guardian(s) if, in the opinion of the Headteacher acting in good faith, the pupil or the parent(s)/guardian(s) have not complied with the obligations as set out above.

Further, the Award may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parent(s)/guardian(s).

In addition to the financial review, the Award may be withdrawn where, in the opinion of the Headteacher, a pupil's progress, attitude or behavior has been unsatisfactory.

Withdrawals of Awards will apply from the first day of the term following the written notice.

**Repayment:** Parent(s)/Guardian(s) 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 the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Headteacher acting in good faith;
- b) Up to three terms' benefits in a case of the pupil being withdrawn for any reason during a school term without a term's written notice having been given.
- c) All benefits if the Parent(s)/Guardian(s) have fraudulently, knowingly or recklessly provided false information in relation to the award of the bursary.

**Fees In Lieu Of Notice:** For the avoidance of doubt, the benefits payable under an Award do not apply to any term for which the School has required payment of fees in lieu of notice.

**Terms And Conditions:** These Conditions of Award take precedence over any of the School'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.

**Mr. M. Wallace**  
**Headteacher**

Date

*To: Mr. M. Wallace, Head Teacher of Bishop Challoner School*

**NAME AND FORM - XX% BURSARY AWARD – FROM DATE**

I hereby ACCEPT / DO NOT ACCEPT the Terms and Conditions of the Bursary Offer as explained in the attached letter:

First Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Second Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

*(Please sign both copies, return one copy to Mrs S Koureas, Bursar's Assistant, and retain one copy for your own records.)*