



## MARLBOROUGH COLLEGE

### BURSARY POLICY

#### General

The Council of Marlborough College is committed to broadening access to the school by offering to eligible parents means-tested financial support with the payment of school fees.

Bursaries are awarded at the discretion of Council. The Bursary Committee is responsible for the management and co-ordination of the process.

Applications for financial support usually fall into two categories:

Entry bursaries – are available for new applicants to the College where parents are unable to fund the fees in full. Some of the available funds are set aside for 100% ‘life-changing’ awards.

Emergency bursaries – are available for parents of existing pupils where a change in financial or personal circumstances has created a difficulty in paying the fees. Financial help may be offered in the form of a short term award designed to allow the child to remain a pupil at the College until a natural ‘break point’ has been reached in their education.

#### Awareness

Information provided by the College alerting the parents of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- the College website;
- the Scholarship Prospectus.

#### Open Access

Bursary support may be awarded in the form of a reduction of up to 100% on fees and may include additional support for uniform, books and extras such as educational visits, depending on the financial or other relevant circumstances of applicants.

#### The Application Process

##### Entry Bursaries

Entry bursaries are available to parents of children entering the Shell and Sixth Forms. The process is coordinated by the Admissions Department on behalf of the Bursary Committee. Decisions are communicated by the Director of Admissions.

## Suitability

Entry bursaries are available to parents of children who are either scholars or are winners of another Award.

### Step One

Parents seeking financial support are required to complete an application form, Confidential Statement of Financial Circumstances which seeks to establish the financial resources of the household. The form is to be accompanied by copies of full documentary evidence to support details of income, expenses and capital. The form should be submitted to the Director of Admissions no later than 1 December in the year preceding the year before the year of entry into the Shell and 31 January in the year of entry into the Sixth Form.

### Step Two

Completed forms are passed to Bursary Administration Ltd (BAL) who undertake a home visit. BAL are a firm of independent assessors. Their visit involves a discussion about finances. BAL submit a report on the basis of the application form and home visit. The report includes a recommended level of assistance, where this is considered necessary.

### Step Three

The Director of Corporate Resources reviews the BAL reports and affirms the recommendation or suggests amendment. The recommended level of assistance is passed to the Director of Admissions.

### Step Four

Following the assessment process the Director of Admissions draws up a list of those who are to receive awards and those in receipt of bursaries.

### Step Five

The Bursary Committee meets to assess the proposed list of recipients of awards

### Step Six

Parents are advised whether or not their child is to be offered a bursary, by the Director of Admissions.

## **Emergency Bursaries**

The College may provide financial support for cases of sudden, unforeseen need. Parents whose financial circumstances suddenly change may apply to the Director of Corporate Resources. The process for evaluation is the same as described for those seeking Entry Bursaries.

Emergency bursaries are subject to the College having available funds and cannot be guaranteed. They are awarded on a temporary basis and will not be guaranteed for the remainder of the pupil's education at the College.

## **Criteria for Award**

The College will consider a number of factors when making the judgement as to the justification for support, and the extent of such support.

Each case is assessed on its own merits and awards are made accordingly. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the College has a duty to ensure that all bursary grants are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- the ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work;
- opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses;
- in cases of separation, the contribution made by the absent parent;
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources;
- acknowledging that others might have a different view, the College considers that the following would not be consistent with the receipt of a bursary:
  - frequent or expensive holidays;
  - new or luxury cars;
  - investment in significant home improvements;
  - a second property/land holdings.

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- where the social needs of the child are relevant;
- where a parent is unable to secure permanent employment due to poor health.

### **Annual Review**

Awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Scholars and award holders are expected to remain worthy of their position which is also subject to periodic formal review.

### **Confidentiality**

The College respects the confidentiality of bursary awards and recipients are expected to do likewise.

### **Extras**

Bursary awards apply to tuition and boarding fees only. Extras must be paid in accordance with the Terms and Conditions of Marlborough College.

Pro-rated assistance may be provided to holders of substantial bursaries for the expense of trips that are strictly for the furtherance of relevant academic enrichment.

## Other Sources of Bursary Assistance

In addition to the College's funds, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. The College encourages parents to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from:

The Director of Corporate Resources  
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Wiltshire  
SN8 1PA *e-mail:* [pnb@marlboroughcollege.org](mailto:pnb@marlboroughcollege.org)

The Educational Trusts Forum  
*Website :* <http://www.educational-grants.org/>

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