



POLICY (Number: Cii) BURSARY SCHEME

1. Introduction

1.1 The Somerset House Bursary Scheme enables the School to subsidise the fees of children who ordinarily would not be able to afford to attend the school. The funds are derived from school income, endowments, donations and/or fundraising initiatives according to the criteria and procedures specified in this document.

2. Objectives

2.1 The objectives of the Somerset House Bursary scheme are the following:

- The objective is specifically to increase the number of black children in the school.
- To provide recipients with the opportunity of receiving a holistic quality education at Somerset House;
- To assist existing pupils and their families during times of unexpected and extraordinary financial hardship or difficulty in exceptional circumstances.

3. Bursary Committee

- 3.1 The Bursary Committee meets from time to time to consider bursary applications, renewals and terminations.
- 3.2 The Bursary Committee consists of the School Head, Admissions Officer and Bursar; although Bursaries are only awarded after approval from the Chairman of the Board.
- 3.3 Unless agreed otherwise by the Bursary Committee or the Board, the names of recipients of bursaries will be confidential and remain known only to those in the Bursary Committee and those who need to know for administrative purposes.
- 3.4 The Bursary Committee keeps the Board regularly informed of bursary recipient numbers, bursary costs and any areas of concern or interest.
- 3.5 Bursary awards, renewals and terminations are based on the criteria and procedures set out below, which are considered and applied fairly by the Bursary Committee in the interests of the School.
- 3.6 When bursaries become available, they may be advertised within the Somerset House and broader community as deemed appropriate by the Bursary Committee.
- 3.7 The Bursary Committee gives consideration to bursary awards for children wishing to enter the school as new pupils as well as to existing pupils
- 3.8 The financial value of the Bursary awarded / allocated is determined after consideration of the completion of the application forms, including a means test, and taking into account copies of payslips, bank statements and any other supporting documents.

4. Criteria for New Awards

- 4.1 Bursaries will only be considered once the School Bursar is confident that the School is able to maintain its financial commitment to them on the assumption that the award will continue until the end of Grade 7.
- 4.2 Thereafter, bursaries may be considered for applicants who come from an economically disadvantaged background, preference being given to black children who reside locally.
- 4.3 Bursaries may be considered for children wishing to enter Somerset House Prep (Grades 1-7). The Committee reserves the right to consider applications for Grade R.
- 4.4 Bursaries will be considered (and awarded) on the basis of individual merit. Should a bursary recipient have siblings who at a later stage also apply for a bursary, their application will be viewed on its individual merits as well.



4.5 Academic ability and performance of the Bursary Candidate will be considered.

4.6 Some bursaries may be linked to specific donors (Trusts, Families, Corporate) and have specific conditions and criteria attached to them. These will be respected by the Bursary Committee.

5. Criteria for Bursaries for Existing Pupils

5.1 Applications may be made to the Bursary Committee by parents/guardians (hereafter referred to as “the Legal Guardians”) of pupils who find themselves in unexpected and extraordinary financial difficulties. Assistance in these circumstances, if granted, may be temporary.

6. Applications Procedure

6.1 The Legal Guardians of any applicant for a bursary shall be required to complete the Bursary Application Forms and submit it in confidence to the Admissions Office or Bursar.

6.2 Bursary Application Forms are assessed by the Bursary Committee. The Bursary Committee may interview the Legal Guardians of the potential recipient. The Head of the school, along with any additional staff recommended by the Head, may meet informally with the potential recipient. The Bursary Committee will regard each case on its merits and will agree whether letters of recommendation and/or assessment of the child are required to support the application. The Committee will also, where appropriate, discuss possible mentors for the child who may assist the child’s successful integration into the school.

6.3 Where applications are not successful, the Legal Guardians will be advised in writing by the Admissions Office.

6.4 Where applications are successful, the Legal Guardians will be advised in writing by the Admissions Officer. Legal Guardians will thereafter be required to sign a Bursary Acceptance Form, binding them and the school to the provisions of this scheme.

6.5 The Legal Guardians of a bursary recipient shall be required to sign the School’s current admissions documents and agreement as part of the contractual relationship between the school and Legal Guardians.

7. Annual Renewal of Bursaries

7.1 Unless otherwise specified, bursaries are awarded for a period of one academic year. However, these may be renewed for a further year(s).

7.2 All bursaries will be reviewed annually by the Bursary Committee during the third term.

7.3 On the basis of this review, the Committee will agree which bursaries are to be renewed and which are to be terminated.

8. Termination of Bursaries

8.1 A bursary may be terminated for one or more of the following reasons:

- The recipient leaves the school, whether by withdrawal or expulsion or whatsoever reason.
- Where one or more of the criteria on which the bursary was awarded no longer applies to the recipient.
- The parents and/or Legal Guardians request termination of the bursary or do not re-apply.

8.2 Any bursary awarded may be terminated on one term’s written notice by the school where any of the criteria for termination apply. The bursary shall immediately terminate on the date on which a recipient leaves the school.

8.3 Upon termination of a bursary the school shall have no further financial obligations towards the recipient of the bursary or his/her parents or Legal Guardians.

8.4 Should a previous recipient of a bursary, whose bursary has been terminated, remain at the school after the date of termination, his/her Legal Guardians, or their sureties or co-principal debtors, where applicable, shall become liable for all school fees due in respect of that recipient.



9. Legal Rights and Obligations

- 9.1 All bursaries granted by the school are subject to the provisions of this bursary scheme, as amended from time to time.
- 9.2 There shall be no obligation on a recipient or his/her Legal Guardians to repay any amounts paid in terms of the Bursary scheme unless said amounts are paid as a result of fraud.
- 9.3 Any decision of the Board in terms of this Scheme, including but not limited to whether or not to award, renew or terminate a bursary, shall be final and binding on the recipient and Legal Guardians and shall not be subject to appeal.
- 9.4 The recipient of a bursary and his/her Legal Guardians indemnify and hold the school harmless against any claim, of whatsoever nature, arising from the award of the bursary, its termination or its non-renewal in terms of this Bursary Scheme.
- 9.5 The award of a bursary creates no right or expectation, legitimate or otherwise, to renewal or subsequent grant thereof.

10. Amendment of the Bursary Scheme Policy

- 10.1 This Bursary Scheme may be amended by the Board from time to time, in which case the amended agreement shall be delivered to the Legal Guardian(s) of the recipient for signature prior to annual renewal of a bursary, and such renewal shall be subject to their signed acceptance thereof.