

1. Policy Statement

This document outlines the School's procedures with regards the awarding of bursaries (fee-remission agreements). Bursaries are available to students entering the Secondary School or to students holding music scholarships in the Primary School. They are awarded in order to widen the accessibility of an Amity Education.

Amity International School is committed to providing the best possible care and education to its students. To this end we are committed to broadening access to the school by offering to eligible parents/guardians financial support with payment of school fees. Such support is known as a "Bursary" and may be awarded in the form of fee-remission worth up to 100% on the school fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

This policy is addressed to prospective and current parents, students, and to all members of the teaching and administrative staff.

This policy is available as a separately published document from the School's Admissions Office.

2. Aims

The aims of the Amity International School bursary policy are:

- to ensure compliance with the School's Terms and Conditions;
- to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. Amity International School will only admit a child who has met the admissions criteria in accordance with the School Admission Policy;

- to offer children of parents/guardians eligible for means-tested financial support as a consequence of financial, compassionate or other relevant circumstances, the opportunity to benefit from an Amity International School education by means of a bursary;
- to broaden access to children of particularly high talent and ability the opportunity to benefit from an Amity International School education;
- to ensure that all applicant families for bursarial support are considered equitably and consistently; to ensure that no applicant family for bursarial support is treated unfairly on any grounds including race, colour, ethnic or national origin, religion or religious belief, gender, marital status, disability or age.

3. Practice and Procedure

3.1 Awareness of the Availability of Scholarships

The School is committed to publicising the existence of fee-remission in the form of bursaries worth up to 100% of the school fees. Information alerting parents/guardians of potential students to the possibility of an application for a bursary is therefore given through the following areas:

- The School website
- The Scholarship Information Guidance

The School appreciates that the bursary policy and process may be unfamiliar to applicants. It is committed to helping applicants understand and follow the process.

Parents/guardians who wish to apply for bursarial support are advised to contact the admissions department for help and guidance.

3.2 Open Access

Amity International School attracts students from a broad diversity of nationalities and economic backgrounds and the School is committed to helping talented boys and girls from all backgrounds to enjoy an Amity education. All students are welcome to apply for a bursary. This may or may not be associated with a scholarship award. The requirements are simply that the student satisfies the admissions criteria and then contributes to the life of the School.

For parents on low incomes, a discount of up to 100% of tuition fees is available. The bursary fund is finite and therefore funding is allocated based on assessment of the Student's suitability and their financial circumstances. The School will also take into account compassionate and other relevant circumstances in deciding on the level of support.

Bursaries are awarded approximately six to four months before the start of the academic year to which the bursaries relate. Bursaries are subject to annual review and parents may be asked to provide updated financial information. The annual review may result in bursaries being varied upwards or downwards.

3.3 Categories of financial support

Requests for financial support usually fall into three categories:

1. Applicants to the School, who have won a School Scholarship but their parents/guardians are unable to afford the full fees;
2. Existing students where a change in parents/guardians circumstances has resulted in difficulty in meeting the full fees and may result in the child being withdrawn part way through a stage of the Amity International School education;
3. Other applicants to the School who have not won a School Scholarship, but whose parents/guardians are unable to afford the full fees.

Applicants in category 1 receive priority in the allocation of bursaries. Bursaries for categories 2 and 3 are allocated on an order of priority, defined below (in the section “the Consideration of Bursary Applications”) as decided by the School. The School will only be able to provide bursaries to a proportion of applicants before its bursary funds are exhausted.

3.4 Decision Making

All bursaries are awarded at the discretion of the School. The Principal is responsible for the management of the process, and the fund is reviewed as part of their budgetary planning. The decision of the School is final and not subject to appeal.

3.5 The Admissions Process

The bursary resources available to the School are allocated usually in Term 2 of the previous Academic Year. Parents will have access to the funds from the start of the new academic year. The fair allocation of the School's resources relies on parents being transparent regarding their financial circumstances. Applicants for admission are asked to confirm in writing which of the following Admissions routes they would like to pursue.

For those who go on to apply for Bursaries:-

1. They either pay the Registration Fee and accept a School place, but with the School's knowledge that they will need financial assistance,

Or

2. They pay the Registration Fee and get placed on the Bursary Application List. In this case applicant families are uncertain about whether they can afford the full fees, and would only realistically be able to take up a place should the student be allocated a Bursary. If the student was unsuccessful in securing a bursary, then the entry fee would be fully refunded as long as there was written confirmation of the decision to decline the school place before the 30th June.

Since the bursary allocation would not be confirmed until mid-way through the Year, families are advised to have alternative school arrangement.

3.6 The Bursary Application Process

Step one:	Parents are required to complete a “Statement of Financial Circumstances” form. This Statement requests details of income and capital and must be accompanied by documentary evidence. Blank copies of the Statement of Financial Circumstances can be obtained from the Admissions Office. Statements of Financial Circumstances should be submitted before the 9th June, 2019.
Step two:	The Principal's office assesses the Statements of Financial Circumstances forms from all applicants for bursaries, in order to establish the likely level of support which will be required in order to allow the prospective student to attend the School. This may involve the Principal and members of the Finance team, or their representatives, meeting with or talking to the parents/guardian to ensure that the information has been correctly interpreted and the basis of the financial assessment has been fair.
Step three:	The School, led by the Principal, makes a decision on the level of bursarial support to be offered, based on the School's assessment.
Step four:	By 23th June , parents/guardians are advised of the bursary offer. They are asked to reply indicating acceptance of this offer, including any conditions relating to the bursary, and confirming their acceptance of the place at Amity International School. Parents/guardians will be normally given 7 days to accept any bursary offer. The School appreciates that occasionally the offer might be less than the parent/guardian was hoping for and that the

parent/guardian might need to consider carefully before accepting. However, if the parent/guardian does not accept the bursary offer within 7 days, the School has the right to withdraw the offer and may do so in order to support applicants whose bursary applications were not initially successful.

3.7 Consideration of Bursary Applications

If the relevant criteria are met and resources are available, the School will process applications in order of priority as described in section 3.3. A number of factors do come into consideration when making the judgement as to the justification for support, and the extent of such support. Bursary funds are limited and for this reason, priority is given to those candidates judged most likely to benefit from the focus all-round excellence that exists at the School, together with an ability to contribute to that ethos

3.8 Financial need

The value of each bursary is not primarily influenced by the level of the academic or other ability of the child but by the extent of need. Each case is assessed on its own merits are made accordingly, subject to the funds the School has available for bursaries.

3.9 Other factors

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

- The social and economic needs of the child;
- Where the current educational provision does not fulfil the child's needs/abilities;
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health;

- Where a child has siblings at the School;
- Where a parental separation has resulted in the possibility of the child having to be withdrawn from the School, adding to the stress of coping with the parents/guardians separating;
- Where a parent/guardian is a member of the teaching profession; Where a parent/guardian is a member of the Amity Education Group.

3.10 Financial limitations

Since the School is likely to receive more bursary applications than funds available, the School has a duty to ensure that all bursary awards are well focused and justified. It is a matter of personal judgement about what sacrifices a family should make to pay the School's fees. However in assessing the value of each bursary, the School may consider other factors, as well as current earnings, including:

- The ability to improve the financial position or earning power for the family. Where there are two partners, both would be expected to be employed unless one is prevented from doing so, through for example incapacity.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would significant equity values in houses.
- In cases of separation, the contribution made by the absent parent, or the contribution which could reasonably be expected from the absent parent.
- Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

The School considers that the following, as examples, would not be consistent with the receipt of a bursary award, and would certainly influence the level of any bursary award:

- Frequent or expensive holidays; New luxury cars;
- A second property or land holding;

- Contributions from a third party (e.g. an employer) towards the school fees;

3.11 Availability of parents/guardians with lower incomes

The School welcomes applications from parents/guardians with lower incomes. Bursaries up to 100% of fees are available. Students receiving bursaries are not, in any way, treated differently from other students. They are fully integrated into one of the School in the same way as other students. However, the School does pay particular attention to ensuring that students from such backgrounds are settled and happy.

3.12 Annual review

All bursary awards are subject to an annual review, which may require a repeat testing of parental means. Bursaries may be varied upwards or downwards depending on parental circumstances. For those in receipt of bursaries, the Principal has the discretion to recommend to the school owners that there be a reduction or withdrawal of an award, not only where a student's progress, attitude or behaviour has been unsatisfactory, but also where the parents/guardians have failed to support the School, for example by the late payment of the contribution they are making to the fees.

4. Assessment and Record Keeping

Information regarding the value of bursary awards is kept by the Finance Officer.

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.

5. Staffing and Resources

Admissions department are responsible for making this policy and forms available to delegates.

Principal	The awarding of bursaries is managed by the Principal or his/her delegate To present a bid for bursary funding each Academic Year
Advisory Board	To advise on the value of bursary funding available each Academic Year and make available funds to cater for existing bursaries
Finance Office	Advise the Principal on available funds for bursaries and monitor and liaise with parents over fee-remission arrangements or the means-testing process
Head of Secondary	To advise the Principal on candidates eligible for scholarships
Admissions Officer	To advise prospective and current parents on the bursary application process
Administration Officer	To coordinate the marketing, communication and presentation of information regarding the bursary process to both internal and external candidates

6. Associated documents

- Amity International School Terms and Conditions
- Amity International School Admissions Policy
- Statement of Financial Circumstances Form
- Request for Financial Assistance for ECA provision Form

7. Monitoring and Review

This policy is monitored on a yearly basis by the Principal and SLT.

8. Approved by

Principal on behalf of the School: _____

CEO on behalf of the Advisory Board: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Adoption of Policy	Adrian Frost - Principal	Apr 2019
2.0			