



MALVERN
COLLEGE

Experience Transformational Learning



Bursary Policy



General

Malvern College is committed to broadening access to the College by offering parents mean-tested, financial assistance with the payment of school fees. Such financial assistance is known as a bursary. A bursary is a reduction of fees up to 100%. The level of bursary award depends on the financial, compassionate or other relevant circumstances of the applicants.

Bursaries are awarded at the discretion of the Bursary Committee, who will calculate an initial award level in relation to a family's financial and other circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other dependents and like factors). Bursaries are subject to an annual review of parental means and in subsequent years, awards may be varied upwards or downwards, depending on changes to a particular family's circumstances.

Whilst the College is fortunate to have bursary funds, designed to widen access to the College, it does not have sufficient funds to satisfy all the bursary applications received. The College's Admissions process takes no account of funding needs at the point of assessment in order to ensure no family should feel they cannot consider the possibility of a place for their child at Malvern. However, bursary applicants need

to be aware that the offer of a place at the College does not guarantee that bursary funding can or will be put in place. If your bursary application is turned down because the Bursary Committee considers that the fees cannot be afforded without substantial financial assistance at such a level that is unaffordable to the College, your child's place will be withdrawn.

Requests for a bursary usually fall into two categories:

- Applicants to the College where parents are unable to fund the school fees (in full or in part).
- Existing pupils where a change in parents' circumstances after the point of entry has resulted in an inability to pay school fees in full or in part and would result in the child being withdrawn part way through a stage of education.

New Applicants to the College

Information for prospective parents about the possibility of accessing means-tested financial support with the payment of school fees is available from the Admissions Department and is available on the Malvern College website.

The Bursary Application Process

Children must be registered with the College and the registration fee paid.

The deadline for the submission of the bursary application is 31 January in the year prior to the pupil joining the College (i.e. in Year 7). For example, a pupil registered to join the College in September 2022, should submit their application by January 2021.

In the event that a pupil applies for a scholarship but may also need additional funding in the event of an award, a bursary application form must be submitted by 31 January in the scholarship year. For example a pupil looking to join the College in September 2022 following a scholarship award, should submit their application by January 2022. Bursaries are awarded at the discretion of the Bursary Committee, which includes the Headmaster, the Bursar, the Finance Director, the Director of Marketing and Admissions and the Head of Admissions. The Finance Director is responsible for the management and coordination of the process by which bursary applications are considered.



The process is as follows:

Stage 1:

Parents seeking a bursary are required to complete the Bursary Application Form, which should be requested from the Admissions Office or from the Finance Director. The form is intended to establish whether the household has sufficient means to pay all, some or none of the required school fees.

The form, which requests details of assets and borrowings and income and expenditure, must be accompanied by full documentary evidence to support the application. A covering letter explaining the family's circumstances and providing any additional information is also welcomed. The completed form, together with the supporting documentation, should be submitted to the Finance Director.

Stage 2:

All applications will be subject to a detailed review to ensure the information is being correctly interpreted. This may include a home visit by Bursary Administration Limited.

Stage 3:

The Finance Director collates all the information about the application. An initial recommendation is prepared by the Finance Director for consideration by the Bursary Committee but the application is discussed in full by the Committee and a final decision is reached. During the Committee meeting, non-financial pastoral factors are also considered.

Stage 4:

Parents are notified in writing of the Bursary Committee's decision.

Stage 5:

Parents offered a bursary are then required to sign a letter accepting the offer and agreeing to any conditions relating to the bursary.

Prospective parents should not assume that an initial bursary award will continue throughout their child's time at Malvern College as parental means are subject to annual review. However, where there are no notable changes in financial circumstances, parents can assume that the level of the award will not change from year to year.

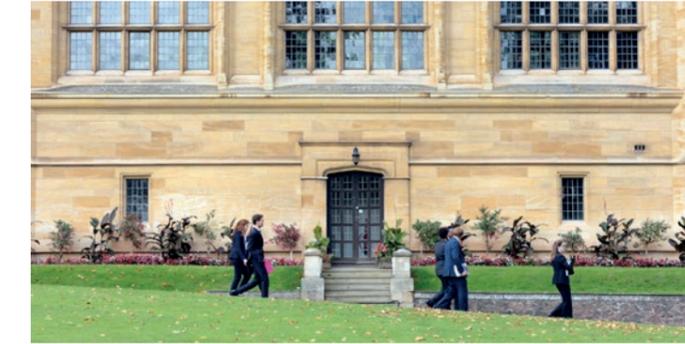


The Case for Assistance

The Bursary Committee considers a number of factors when making the decision about whether to make a bursary award.

The level of the bursary required is not influenced by the academic ability of the child but by the extent of financial need. Each case is assessed on its own merits and the Finance Director recommends the level of award required to enable the child to come to the College. The College has a duty to ensure that its charitable monies are allocated appropriately. As well as current earnings and expenditure, other factors which will be considered in determining the level of award required will include:

- The ability to maximise the financial position or earning power of the family. For example, where there are two parents, we would expect both to be earning 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 significant equity values in properties.
- Contribution to household costs by other family members, or any adults (e.g. step-parents, god parents) unrelated to the child or from any other source.
- Where fees are being paid to other schools (but not universities) we will take these outgoings into account. There is an expectation that bursary applications, where possible, will have been made to other educational establishments in respect of siblings so that the burden of school fees is shared among institutions.



- Acknowledging that others might have a different view, the College considers that the following, for example, may not be consistent with the receipt of a bursary:
 - Investment in significant home improvements;
 - Higher than average non-contractual pension contributions;
 - A second property/land holding; or
 - Failure to honour payments in respect of school fees payable to other educational establishments.

Awards of financial assistance to one child do not necessary guarantee awards to siblings already in College or subsequently admitted to the College. The Bursary Committee is sympathetic to changes in family circumstances arising from illness or bereavement but any application submitted for these reasons is means-tested in the same way as any other award.

Having established the financial need, the Committee then has to allocate the bursary funds available among the applicants. The Committee will make awards that enable children to come to Malvern College, rather than dividing the funds available between the applicants and expecting parents to fund the shortfall.

In cases where demand on the College's bursary fund exceeds the availability of funds, the Bursary Committee may refer to the academic assessment of each child; academic potential and potential in co-curricular areas will also be considered as well as actual achievement. Those judged likely to gain most from the educational provision at Malvern College will be awarded bursaries. Inevitably difficult decisions have to be made at this stage which may result in no award being given.



Existing Pupils

Change in Family/Financial Circumstances

Parents with a child at the College who experience an unexpected change in their family or financial circumstances after the point of entry may apply for a bursary explaining their situation. Parents will be required to complete a Bursary Application Form. All applications will be dealt with in exactly the same manner as set out in the Bursary Application Process notes on previous pages.

The Bursary Committee is unlikely to take a sympathetic view of applications received in respect of a child already at the College where it becomes apparent that fees could never have been afforded and no previous bursary application has been submitted.

Annual Review

Bursary awards are reviewed in the Spring each year. Current bursary holders will be asked to provide an update on their financial circumstances.

Awards may be varied upwards or downwards depending on parental circumstances. Parents can assume that an award will not change from year to year unless there has been a significant change in their finances.

The Bursary Committee also has the discretion to withdraw an award not only where a child's progress, attitude or behaviour has been unsatisfactory but also where parents have failed to notify the College of a significant improvement in their financial circumstance. It is a condition of any award that the balance of fees are paid in full on their due date. In the event that fees are paid late, the Bursary Committee may withdraw the award with immediate effect.

Confidentiality

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

If you require any support or further information please contact the Finance Team:

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