

**BURSARIES  
INFORMATION FOR PARENTS**



**NOTRE DAME SCHOOL, COBHAM**  
Burwood House, Cobham, Surrey KT11 1HA

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INFORMATION PACK FOR PARENTS**  
September 2024

# BURSARIES

## INFORMATION FOR PARENTS



### Bursaries

Each year, at the discretion of the Governors, a number of assisted places are made available in selected year groups and entry points to Notre Dame School. These places are offered to girls who would benefit from a Notre Dame Catholic education but whose families are unable to afford the full fees and who have no substantial capital assets. This support is also available to scholarship candidates. Parents will be required to provide detailed financial information and will be interviewed in relation to their application. The award shall be for a period of 12 months, after which time the level of award and the parents' current financial statement shall be subject to further review. The award is entirely at the discretion of the Governors.

### Application process

1. New and current parents to the School can apply for a Bursary for entry, or continuation into a new entry point to the School. A confidential means-tested application will be required to be submitted in line with the application deadlines detailed below. This will be followed by a full review of a family's circumstances and a home visit is also usually carried out prior to an application being considered.
2. Discounted fees apply only to the termly tuition fees and excludes all additional costs, such as school meals and transport.
3. Applications will usually only be considered for entry to the Senior School.
4. To ensure fairness and transparency, the School employs Bursary Administration Limited (BAL) to undertake the bursary assessment on its behalf. This entitles a means-tested review of the family financial circumstances, usually including a compulsory home visit and completion of a mandatory supporting statement.

### Considerations

1. The Bursary Fund is limited and those judged most suitable or likely to gain most from the educational provision will be given priority. A supporting statement should be completed for consideration outlining why your daughter would benefit from a Bursary and a Notre Dame Catholic education; highlighting any strengths and how she would contribute to the wider school environment.
2. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary awards are well focused. Current earnings as well as other factors will be considered in determining the necessary level of award including the ability to improve the financial position or earning potential of the family; opportunities to release capital (significant capital savings and investment would be expected to be used for the payment of school fees, as would equity value in houses); in cases of separation, the contribution made by the absent parent and contribution to household costs by other, wider, family members or outside sources.
3. Acknowledging that others might have a different view, the School considers that the following would not be considered consistent with the receipt of a bursary: frequent or expensive holidays; new, luxury or superfluous cars, investment in significant home improvements; a second property/land holdings. The School would expect both parents to be working unless they are unable to do so due to personal circumstances.

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### **Award**

1. The award and value of a bursary (percentage of fees remitted) will be assessed by the Bursary Committee who meet in the Spring Term. The Bursary Committee will assess only completed applications received, prior to the published deadline, for the entry into the School or continuation to a new entry point in the following academic year. The selection and award of a bursary will be at the sole discretion of the School.
2. The award of a bursary shall be for a maximum period of 12 months after which time the level of bursary and parents' current financial statement shall be reviewed. The award is entirely at the discretion of the Governors.
3. The qualifying criteria for the award of a bursary are not disclosed and are confidential to the School.
4. The award of a bursary may be withdrawn if the obligations of the pupil or parents are not met as outlined in the Conditions of Award set out below and/or a parent fails to disclose financial information that could be considered material when carrying out the family's financial assessment, or if there are substantial improvements in the family's finances during the period of the award which are not disclosed to the School.

### **Hardship Awards**

1. Hardship awards may be made at any stage of a pupil's time at the School in cases of unforeseen or temporary difficulty.
2. Current parents who are experiencing genuine financial difficulties or temporary difficulties, may apply to the Governors for assistance outside of the published application process deadlines by completing an application form which is available from the Bursary Office. All financial assistance is means tested; existing parents will be required to provide detailed financial information and be interviewed in relation to their application.
3. Following assessment, if granted, ongoing financial assistance will be for a short period and is likely to only be for a maximum of the remainder of the current key stage or entry point into the School or until a pupil completes their next public examinations, at the time of application. The level of the award and parents' current financial situation shall continue to be reviewed every 12 months.
4. The resources available to provide support are limited, so priority will be given to those pupils in their GCSE or A level years.
5. The award is entirely at the discretion of the Governors.

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### NOTRE DAME SCHOOL CONDITIONS OF AWARD

**Please sign and return the copy letter to signify acceptance of the terms below**

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- 1. Obligations of the pupil:** A pupil who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils.
- 2. Obligations of the Parent/s:** The parents are expected to support and encourage the pupil to achieve the purposes of the Award and to uphold the aims and the good name of the School. The parents are also required to pay the balance of the account before the first day of term.
- 3. Withdrawal of the Award:** The award may be withdrawn by written notice sent to a parent if, in the opinion of the Governors acting in good faith, the pupil or a parent has not complied with the obligations set out at paragraphs 1 and 2 above or otherwise the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the Award shall take effect from the start of the following term.

The award may be withdrawn by written notice if a parent fails to disclose financial information that could be considered material when carrying out the family's financial assessment.

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 parents.

- 4. Confidentiality:** The value and terms and conditions of the award shall remain confidential between the Parents and the School. The award shall be withdrawn by the School immediately on any breach of this condition by the Parents. Please also see clause 6 below for details of events requiring repayment of benefits received.
- 5. Annual Review:** The award shall be subject to annual review. In addition to the provisions of these Conditions of Award and the School's Terms and Conditions, the continuation of the award shall be dependent upon the Parents satisfying their financial obligations to the School each year.
- 6. Repayment events:** Parents 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:
  - up to three terms benefits (if received) if the pupil has engaged in serious misconduct or has been expelled or removed for reasons of misconduct by the requirement of the Head acting in good faith;
  - up to three terms benefits (if received) in a case of the pupil being withdrawn for any reason during a school term without a term's written notice having been given.
  - up to three terms benefit (if received) if the student, for any reason of insufficient academic progress or attainment, does not complete the final term in Year 13.
- 7. 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.
- 8. Standard Terms and Conditions:** These Conditions of Award take precedence over any of the School's standard terms and conditions which are inconsistent with them but in all other respects the standard terms and conditions as amended from time to time shall apply and these Conditions of Award shall be interpreted in accordance with them.