

BURSARY POLICY AND PROCEDURE

Last reviewed:	June 2025
Next review due:	June 2026
Reviewed by:	Director of Finance & Operations Director of Admissions & Marketing

1. Introduction

d'Overbroeck's is committed to broadening access to all students who would benefit from an education at the school by offering financial support with the payment of school fees for those families who are unable to afford them.

The following definitions apply to this policy:

'Families' means the parent(s) or legal guardian(s) of the student who have responsibility for the student and who would therefore have responsibility for the payment of fees.

'Student' means the child or children who are named on the Bursary Award application and who are, or expect to be, studying at d'Overbroeck's.

2. Minimum criteria for Bursary applications

- 2.1 All parents or legal guardians responsible for the student named on the bursary application must be employed, unless they are prevented from doing so through incapacity, or the need to care for children under school age or other dependents, or the requirements of their partner's work.
- 2.2 Whilst all requests for Bursary Awards will be considered on their own merits, applications from households with incomes or other financial resources greater than £100,000 per annum will not normally receive assistance.
- 2.3 Applicants for Bursary Awards must clearly demonstrate that they have access to little or no other financial assistance (such as savings, pensions, support from sources outside the household, opportunities to release capital via investments or equity in houses, etc) to be considered for support.
- 2.4 Bursary applications may only be submitted at the same time or after academic applications for a place to study at d'Overbroeck's. No decisions on the amount of a Bursary Award will be communicated unless the student named on the bursary application has been, or is to be, offered a place to study at d'Overbroeck's.

3. Financial amount and duration of Bursary Awards

The majority of bursaries awarded are between 10% and 50% of school fees. Awards may be made for a maximum of seven years.

4. Scholarship Awards

Scholarship Award holders may apply for a Bursary Award.

5. The Bursary Award process

- 5.1 New families wishing to apply for a Bursary Award are required to complete an application form which requests details of income, certain outgoings, assets and liabilities. A detailed written statement providing the rationale for the bursary application must also be provided. Forms can be obtained from the Director of Admissions & Marketing joanne.baird@doverbroecks.com.
- Current families wishing to apply or extend an existing bursary award should email the Director of Finance and Operations at fees@doverbroecks.com. A detailed written statement providing the rationale for the bursary application must also be provided. This request should be emailed where possible at least 2 months prior to the start of the academic term the bursary is required.
- 5.2 There is no final date for the submission of a bursary application for new families but it is advised that forms are provided as early in the admission process as possible and no later than 3 months prior to the start of the academic year in which the student will be starting at d'Overbroeck's.
- 5.3 The bursary application process is a means tested process administered on behalf of d'Overbroeck's by Bursary Assessment Associates, an independent company. Completed application forms should be emailed directly to office@bursaryassessmentassociates.co.uk together with all supporting documents. A member of their team will be in touch with you following receipt to discuss your application further.
- 5.4 Applications are fully assessed and may require a meeting with families at their home or at the school to ensure that the information declared has been correctly interpreted and, therefore, that the financial assessment has been carried out in a fair and consistent manner.
- 5.5 Bursary Assessment Associates presents a recommendation in accordance with the school's assessment process to the Bursary Committee which consists of the Director of Admissions & Marketing and the Director of Finance & Operations, who will make all decisions on Bursary awards.
- 5.6 The Bursaries Committee meets as required (no less than once a term) and decisions are communicated to parents within 5 working days of the relevant meeting.
- 5.7 The amount of the Bursary Award is not influenced by the level of academic ability of the student, but by the extent of the financial need. Each case is assessed on its own merits and Bursary Awards are offered accordingly. The Bursaries Committee's decisions on all applications are final.

6. Considerations in the assessment process

Each application is considered on its own merits and the school recognises that judgements about what sacrifices a family should make to pay school fees will be personal. However, in order that a Bursary Award is made to those families who need it the most, d'Overbroeck's has a responsibility to ensure that financial support is well focused and targeted. Factors other than current earnings,

significant savings and investments that could all be used for the payment of school fees, will be considered including:

- the family's ability to improve its financial position or earning power, where two partners are, or able to be, employed;
- substantial realisable equity in the family's home and ownership of, or interest in, other properties or assets;
- costs associated with other dependants, including sick or disabled parents or children, and siblings at d'Overbroeck's. Where a Bursary Award is given on the basis of siblings at d'Overbroeck's, the Award shall last until the elder child has left the school. Siblings attending other schools are not solely considered as sufficient reason to offer a Bursary Award;
- expenditure on, for example, frequent holidays, luxury cars and home improvements;
- compassionate grounds such as where a close family member is terminally ill or in significant poor health, where a separation in the household may mean the child is withdrawn from the school, or where other needs of the student are relevant (such as bullying at their present school);
- whether the student has been awarded a Scholarship Award by d'Overbroeck's which contains a financial element such as fee remission.

7. Review of Bursary Awards

All Bursary Awards are subject to an annual review by the Bursaries Committee. Families in receipt of an Award will be expected to provide financial information in the summer term of each academic year. Changes in financial circumstances may result in Awards being increased as well as decreased.

The Director of Admissions & Marketing and the Director of Finance & Operations will consider the financial circumstances of the student. Consideration will also be given to the student's engagement in school life and, potentially, where the family has failed to support the school, for example by the late payment of any contribution they are making to the fees.

8. Emergency bursaries

Where there is a significant and unexpected change in financial circumstances, parents or legal guardians who may require bursary support to pay school fees, should notify the Director of Finance & Operations melanie.mason@doverbroecks.com as soon as possible.

d'Overbroeck's can provide support to households who have suffered unexpected and significant hardship in order for their child or children to continue their education at the school. This support will usually be in the form of a temporary, short-term award designed to allow the child or children to remain as student at the school until a 'natural break' point in their education is reached. A 'natural break' point is considered the end of the student's current academic year.

Unlike standard bursaries, emergency bursaries are reviewed on a termly basis by the Director of Admissions & Marketing on behalf of the Bursaries Committee. Awards are subject to the availability of funding and cannot be guaranteed.

9. Confidentiality

The school respects the confidentiality of Bursary Awards made to households and recipients of Awards are expected to do likewise. Any breach of this confidentiality may be deemed to be a breach of the conditions of the Bursary Award which may result in the withdrawal of the Award.

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