



## **BURSARY POLICY**

### **Bursary Applications**

Bursaries are available to current and prospective families. Applicants for bursaries are required to formally apply and to submit to an independent review of their financial means undertaken by Bursary Administration Limited (BAL) who investigate the applicant's declared income, outgoings and assets. BAL provides a report and recommendations for each applicant to the Bursary Committee.

Applications are requested by 31 December for consideration before Easter. Applications at other times will be accepted where the Head considers there is merit and there is a benefit to the School.

### **The Bursary Committee**

The Bursary Committee comprises of four Governors supported by the Head and the Bursar. It meets in the Spring Term to consider applications for the following School Year, has a follow up meeting for late applicants and may meet on an ad hoc basis at other times if required.

### **Guidelines for the awarding of Bursaries**

1. Total awards of bursaries and of remissions are targeted at 11.5% of gross fees, but may exceed this in exceptional circumstances;
2. All bursaries must be means tested (scholarships remissions are not awarded);
3. The committee will take BAL's recommendations into account;
4. Bursaries are awarded as a percentage discount on regular school fees (including boarding fees) and school curriculum trips. The Head may grant remission for weekend trips for boarders.
5. Bursaries may be targeted in specific instances.
6. Due to the cost, the number of full bursaries will necessarily be limited. Usually, a reasonable parental contribution will be sought.
7. Bursaries are not available to support lavish parental lifestyles;
8. When making an award the Bursary Committee will consider the length of the commitment being sought and the need to leave scope to make awards in future years.
9. Consideration should be given to the spare capacity of the year group that the pupil would join.
10. Bursary awards should be reviewed at least every 2 years to see if the parent's circumstances have improved.

## Remissions

Remissions are offered as a percentage of gross fees:

1. **Sibling remissions** for parents with more than one child at the school. The discounts are offered to the children in descending order of age:
  - 1.1. Eldest Child: No Remission;
  - 1.2. Second Eldest Child: 10% Remission;
  - 1.3. Third Eldest Child: 20% Remission;
  - 1.4. Fourth Eldest Child: 30% Remission;
2. **QMS staff remissions:** 50% based on 100% full time equivalent service.  
The discount is reduced pro rata for part time staff.
3. **Reciprocal staff remissions:** 30%.  
For regional schools offering a reciprocal agreement with QMS as may be determined by the Governors. Currently there is an agreement with Aysgarth School.
4. **Clergy and MOD remissions:**10%.

Scholarship remissions are no longer granted.

A small number of historic awards remain for girls at the top end of the School.

Carole Cameron  
Head

Reviewed: January 2022

Next Review: January 2023