



THE PERSE SCHOOL CAMBRIDGE

Applying for bursary at The Perse School

Frequently asked questions

What is a bursary?

Bursaries are means-tested financial assistance for the payment of school fees. A bursary is awarded by the School from its bursary funds to pupils who have been offered a place at the School but who would not be able to take up the place without financial support. A bursary is awarded in the form of a discount of up to 100% on tuition fees, depending on the circumstances of applicants.

As part of the School's commitment to broadening access, the School offers bursaries to new pupils applying for entry into year 7 through to sixth form. For more detailed information please refer to the School's bursary policy which is available on the School's [website](#).

Is there a maximum income for bursary applicants?

The School does not have an income scale linked to bursary awards. Everyone's circumstances are different and the School does not want to deter applicants.

What if I decide I can't afford the fees even with a bursary?

The bursary assessment process looks in detail at your ability to pay fees. The School will base the award it offers your child on its assessment of what you can afford. If the School makes a bursary award, you may find that in order to take up the place you need to make some adjustments to your spending. It is up to you to decide if you are willing to make those adjustments.

Should I apply for a bursary for my child?

If, after making an honest assessment of your income and outgoings and looking at making reasonable adjustments to your spending, you decide that you cannot afford to pay the full fee then you should apply for a bursary.

Will it affect my child's application to the School?

Absolutely not. The School offers places to children based purely on academic merit and the ability of the child to make the most of the curriculum offered. The bursary application process is separate and will not affect the outcome of your child's entrance assessment.

The application process

When do we need apply?

The initial bursary application must be made on the registration form by ticking the box indicating that you wish to apply for means-tested assistance with school fees. The registration deadline is published in the admissions areas of the School's website.

The deadline for submission of the detailed bursary application form will always be before the child sits the entrance test and will typically be the day before the entrance tests for sixth form applicants or the start of the Lent term for Year 7 and Year 9 applicants. You must submit your bursary application by the published deadline. Late applications will not be considered.

What if we are applying for a place outside the normal admissions timetable?

If you are applying for place at the School for your child outside the normal admissions timetable, you may apply for a bursary award on the registration form in the normal way. However, you should bear in mind that the School usually allocates its full bursary funds at the time of the main entrance testing in November (Sixth form) and January (Year 7 and 9) and there is no guarantee that bursary funds will be available for out of cycle applicants.

How does the process work?

We use a third party to assist with the bursary assessment process, Bursary Administration Ltd. <https://www.schoolbursaryguide.com/>.

The financial information that you provide within your application is used to work out the level of assistance that you will require to be able to accept a place at The Perse for your child.

As part of the assessment process we will usually ask Bursary Administration Limited to visit you at home. It is important that you make yourselves available for a visit as this is an integral part of the assessment process. It is an opportunity for us to ensure that we have correctly understood your application and for you to provide any further information or explanation that you feel would add to your application. Your child is not involved in this visit, or in the bursary application as a whole. More details of how the bursary application process works can be found in the School's bursary policy.

The application form

How do we apply?

Bursary applicants will be sent a Statement of Financial Circumstances form to complete. You will also be told the deadline for submission of the form.

On the form you will be asked to provide information and documentation about your income, expenditure, assets, and liabilities.

Which parent should make the application?

We require information from both parents **and from anybody else contributing financially to the household**. Where both parents live at the same address you should complete one statement of financial circumstances.

If you are separated or divorced then you must each fill in separate forms detailing the financial contribution made by all members of your individual household. The School will take into account the cost of maintaining two households and any maintenance paid for children of a previous marriage.

The School does not usually accept bursary applications from one parent only. In very limited circumstances, we may consider an application from a single parent in which case you will need to provide evidence as to the reasons for the absence of the other parent and why it is not reasonable to assess their financial circumstances. You should discuss this with the School Accountant at the time of making the bursary application.

How do we know what to put on the form?

You will need to provide current information about your assets and liabilities including your current bank balance and savings accounts and your current salary. You will also need to provide information about your income for the previous tax year.

If you run your own business we will need information about your income from that business using your latest available accounts or tax return (unless you know that the current year will be very different.) You must be as accurate as possible on the form. If you underestimate your income based on last year's tax return and you are awarded a more generous bursary, the school reserves the right to claim back some or all of the bursary award. *(Clause 8.3 of the bursary award terms and conditions which will be supplied with all bursary offers).*

The form requires that annual figures are provided for your income and expenditure. Please make sure your figures are rounded to the nearest pound.

What if we own property jointly or have joint income?

If parents own property jointly, have joint bank/savings accounts or joint income and expenses, you can either put the full value under one parent and 0 under the second parent, or split the value between both parents.

Do we need to get a formal valuation of our property?

No you do not need to get a formal valuation. If you have had a recent valuation for other purposes you can use that. We will also accept your own valuation of your property if you also submit evidence to support your valuation e.g. using a property valuation website.

How do we provide the supporting documentation?

You **must** provide documentation to support your application. If you are returning your statement of financial circumstances by email, you can photograph or scan your documentation and attach documents electronically. If you are sending scans or photographs please make sure that the information is legible. You **do not** need to attach receipts of all your household expenditure.

What if we cannot provide all the supporting documentation by the deadline?

You must still submit your form by the deadline. You should email to explain what documentation is missing and when you expect to submit it.

How long does an application take?

The form is detailed and asks for a lot of information. It cannot be completed in a few minutes. How long it takes to complete will depend on how complicated your financial affairs are. But the more information and documentation you provide, the easier it is for us to make an accurate and fair assessment of your means. It is very important that you check your form is complete and accurate before submitting it. We may not be able to make an assessment if your form is incomplete or does not make sense. If you provide false or inaccurate information which results in your child being awarded a bursary, the School may be able to claim that money back under the terms and conditions of awarding a bursary.

If my child is awarded a bursary will they automatically qualify for a bursary for the rest of their time at the school?

The School reassesses existing individual bursaries every year. If your income or assets increase significantly during your child's time at the School, the bursary may be withdrawn or reduced.