THE PERSE SCHOOL

Bursary Awards: Conditions of Award

1 **Scope:** These are the conditions of award for all bursary awards.

2 **Grant of the Award:** A bursary award is granted at the sole discretion of the Perse School (the **School**).

3 **Obligations of the Pupil:** The Pupil who is the subject of a bursary 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. The Pupil must adhere to the School's values, school rules and code of conduct. These are the **Purposes of the Award**.

A review of whether, in the opinion of the School, the Pupil is complying with their obligations under this clause will be carried out periodically. This review may result in a consultation with the Parents and/or the Pupil and the issue of a written warning. If the Pupil subsequently fails to meet the obligations set out above, then the bursary award may be terminated under clause 8.2.

4 **Obligations of the Parent(s):** The Parents are required to:

4.1 support and encourage the Pupil to achieve the Purposes of the Award; and

4.2 treat members of the School community reasonably and to uphold the values, rules, code of conduct and the good name of the School; and

4.3 comply with the School's *Terms and Conditions*; and

4.4 provide the School with full, complete, and accurate information about their financial circumstances by means of a completed financial circumstances questionnaire and supporting evidence when required; and

4.5 notify the School immediately in the event of a material improvement in their financial circumstances.

5 **Annual Review:** All bursary awards, other than those specified below, will be subject to annual review and the Parents shall each year be required to complete a financial circumstances questionnaire and provide supporting evidence. After any annual review, the School reserves the right to vary the value of the bursary award with immediate effect and will confirm the new value in writing to the Parents.

Annual reviews do not apply to short term bursaries awarded for one academic year or less or where otherwise specified in the School's Bursary Policy or in the Bursary offer letter.

6 **Continuation of the award:** Continuation of the bursary award is dependent upon the following conditions being fulfilled:

6.1 the financial resources allocated by the School to support the bursary award being sufficient to maintain the bursary award;

6.2 it being in the financial interests of the School to maintain the bursary award;

6.3 the Pupil complying with the obligations set out in clause 3 above. Please also see clause 8.2.1 below; and

6.4 the Parents providing complete and accurate information and satisfying the School's financial requirements each year.

7 **Confidentiality:** The value and terms and conditions of the bursary award shall remain confidential between the Parents and the Pupil and the School.

8 **Termination of the award:** The bursary award may be terminated on the following grounds:

8.1 **Termination on financial grounds:** The School may terminate the bursary award if, in the opinion of the Bursar acting in good faith, one or both of the following conditions has been fulfilled:

8.1.1 the Parents have not satisfied the School's financial requirements under clause 5 and clause 6.4; or

8.1.2 the School is no longer able to continue the bursary award under clause 6.1 or 6.2.

The School shall give one Term's notice of the termination of the award in writing. If the Parents receive less than a Term's notice of the termination, they may give written notice of withdrawal of the Pupil in accordance with the School's *Terms and Conditions* within 28 days of receipt of the written notice and will not be liable to pay Fees in lieu of Notice. The termination shall take effect from the date set out in the written notice.

8.2 **Termination on the grounds of conduct:** The School may terminate the bursary award with immediate effect by written notice sent to the Parents if, in the opinion of the School acting in good faith, one or more of the following conditions has been fulfilled:

8.2.1 the Pupil has not complied with the obligations set out in clause 3 and in the further opinion of the School there has been no significant improvement following consultation with the Parents and/or the Pupil and the issue of a written warning; or

8.2.2 the Parents have not complied with the obligations set out in clause 4; or

8.2.3 the Parents or the Pupil do not keep the value and terms and conditions of the bursary award confidential in accordance with clause 7;

8.2.4 the balance of the Pupil's fee account remains unpaid 28 days after a written reminder has been sent to the Parents; or

8.2.5 the Parents withdraw the Pupil from the school without providing the required Notice in accordance with the School's *Terms and Conditions*.

8.3 **Securing and Induction Fee:** Where a bursary is withdrawn, the Parents will be required to pay any additional sums required to meet the full amount of the securing and induction fee.

8.4 **Repayment of the Bursary Award:** If the Parents have knowingly or recklessly provided incomplete, false, misleading or inaccurate information about their financial position and the bursary award is terminated under clause 8.1.1, all benefits received from the date on which the false or inaccurate information was supplied will be immediately repayable.

The Parents will also be required to repay all or part of the benefits received under the bursary award if it is terminated under clause 8.2.1 if the Pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be Permanent Exclusion or Removal. Up to three Term's benefits (if received) will be repayable.

9 **Cancellation or Withdrawal:** For the avoidance of doubt, the benefit receivable under a bursary award will not apply to the Parents' liability to pay one Term's Fees following the Cancellation of a place offered in the Term before Entry, or to any Term for which the School requires payment of a Term's Fees in lieu of Notice following a Cancellation or Withdrawal without the required Notice in accordance with the School's *Terms and Conditions*. This will also apply if the Pupil is excluded

for more than 14 days for non-payment of fees and deemed to be Withdrawn from the School (see clause 9.7 of the School's *Terms and Conditions*).

10 **Conditions of Award:** These conditions of award take precedence over any of the School's *Terms and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these conditions of award shall be interpreted in accordance with them.

Authorised by	Jonathan Scott On behalf of the Board of Governors
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