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BURSARY POLICY

This policy applies to Futsal Elite Ltd.

In this policy references to “parent” means parents or guardians with parental responsibility for the child.

Introduction

A bursary or renewal of bursary is awarded at the sole discretion of the Futsal Elite

Futsal Elite are committed to broadening access by offering to pupils from eligible backgrounds means-tested discretionary financial support with the payment of tuition fees. This type of support is known as a bursary. A bursary award might be up to 100% of the tuition fees and may in addition include provision for extras such as uniforms.

Bursary awards are subject to repeat assessment of parental means each year and may be varied upwards or downwards or withdrawn, depending on the outcome of the financial review.

Bursary holders and their families will be asked to feedback on the impact that attending the sessions has had on their child during their time with the Futsal Elite.

Requests for financial support usually fall into two categories:

New applicants to the programme, who apply for a bursary, where the family of the applicant would be unable to fund some or all of the tuition fees in the event that their child is successful in the taster session and is offered a place in the programme;

Existing pupils where there was a reasonable expectation of paying the fees on attending the sessions and where a wholly unforeseen change in their family’s circumstances has resulted in difficulty in meeting tuition fee payments subsequent to entry which may result in the child being withdrawn part way through a key stage of their education.

I. The Case for Assistance

The Bursar will consider a number of factors when making the judgement as to the justification for support and the extent of such support:

Pupil Suitability: Bursary funds are limited and Futsal Elite exercises discretion in awarding a bursary. Each student to whom support is offered must, in the opinion of the Bursar, be likely to make sound progress following admission and possess the potential to develop.

Financial Considerations: The amount of the bursary award is not influenced by the level of the ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made



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accordingly, subject to Futsal Elite's ability to fund these within the context of what is viable within its overall budget. It is recognised that judgements about what sacrifices a family should make to pay tuition fees will be personal. However, Futsal Elite has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- *The ability to improve the financial position or earning power of the family.* For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependants, or the requirements of their partner's work.
- *Where parents do not live together, the financial circumstances of both parents' households.* Both parents and their households will be assessed unless there is sufficient evidence that it would not be reasonable to do so. The assessment is based on the school's assessment of both parents' ability to contribute to the programmes fees.

The school considers that the following may not be consistent with the receipt of a bursary:

- Frequent or expensive holidays
- New or luxury cars including those on hire purchase;
- Investment in significant home improvements which are not required as part of the essential maintenance of the family home;
- A second property/land holdings unless part of a business which is providing adequate income to be considered as such; Regular, excessive expenditure
- The use of disposable income to repay loans for any of the above or to repay, for example, directors' loans to personal companies.

2. New entrants to the programme - The Application Process.

Bursaries are available to pupils entering the programme at 6 years of age. Bursary applicants are assessed at the pre-test stage and subsequent applications will only be considered where there has been a wholly unforeseen change in circumstances. Bursaries are awarded at the discretion of the Directors of Futsal Elite and they are responsible for the management and coordination of the process:

Step One. Those seeking a bursary must declare their intention to apply for bursary assistance when they register for two taster session with the programme. They will then be sent a bursary application form on receipt of their booking. This form, which seeks to establish the financial circumstances of the household, requests details of income, expenditure, capital and debt and must be supported with full documentary evidence. The completed form, together with the supporting evidence, must be submitted online before the published deadline. Applications submitted after the deadline or incomplete applications will not be accepted. Applicants who may have difficulty in meeting the taster session fee payment should advise the point of contact and Futsal Elite may use its discretion to waive this payment. No charge is made for bursary applications.



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Step Two. The Bursars, using benchmarking criteria, assesses all applications in order to establish the likely level of support which will be required in order to allow the child to attend the programme.

Step Three. The joint recommendation is to be discussed with all the Directors of Futsal Elite, as necessary, for approval.

Step Four. Pupils are offered a place at the programme on the basis of their performance in the taster sessions and are informed of the extent of any bursary award.

Step Six. The individual(s) completing the bursary application signs to confirm that they have read and understood the terms and conditions relating to a bursary award set out in appendix A.

3. Existing Pupils - Change in Family Circumstances

If a place is accepted for a pupil without an entrance bursary, financial assistance is only provided where a family's ability to pay has declined suddenly and significantly due to wholly unforeseen circumstances. Families with a child at the programme whose financial circumstances suddenly change will be asked to meet one of the Directors to explain their situation. Following this meeting they may be invited to apply for a bursary using the application forms. Such awards are subject to the availability of funding, are intended for short term support and cannot be guaranteed.

4. Applications made by one parent only

An application will be deemed to be incomplete if it does not contain details of the financial circumstances of both parents. Separated or divorced parents may, if they prefer, complete separate applications for each of their households. In very limited circumstances Futsal Elite will consider an application from only one parent. The parent making the application will need to provide evidence as to the absence of the other parent. Examples of evidence that would be accepted might be the child's birth certificate showing only one named parent. Parents making an application without the consent of another parent should be aware that the mere fact of divorce or separation is not sufficient evidence of the other parent's inability to support the child financially. Nor is the financial contribution they may be required to make under a court order.

5. Annual Review and continuing duty of disclosure

All bursary awards are subject to repeat assessment of parental means at least once a year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms during the spring term of each year. For those previously in receipt of bursaries, the Directors, have the discretion to recommend the reduction or withdrawal of an award where the parents have failed to support the programme, for example by the late payment of any contribution they are making to the fees. Bursary support will not continue if the bursary application forms are not completed and returned, with supporting documentation, by the requested date.

All bursary awards are subject to an ongoing duty of disclosure. Along with an annual review bursary holders are required to inform Futsal Elite of an improvement in their financial circumstances, such as an



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increase in salary or receipt of an inheritance, whenever the change in circumstances occurs, even if it occurs outside the annual review period. Notifying the school of a change in circumstance will trigger an assessment of parental means. Any failure to disclose a change in circumstances may result in the bursary being withdrawn or reduced and parents may be required to repay some or all of the bursary award. Parents should ensure they understand the terms and conditions of the bursary award before accepting a place at the school with a bursary award.

6. Withdrawal and/or repayment of bursary

The bursary may be withdrawn at any point (including before the pupil starts at the programme) if incomplete information is provided, or information relevant to the assessment is excluded, or attempts are made to conceal or mislead Futsal Elite in its assessment. This includes, for example, failing to disclose funds or assets held abroad, failing to disclose certain bank account statements, or the practice of moving assets during the bursary assessment period.

- In addition to the withdrawal of the bursary, parents may be required to repay bursary funds obtained on the basis of false, misleading or incomplete information.
- The bursary may also be withdrawn with immediate effect if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.
- If a bursary is withdrawn, parents may be required to pay any additional sum required to meet the full acceptance deposit.

7. Confidentiality

Recipients of bursary awards are not advertised. Futsal Elite respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. There are some circumstances where a donor who has supported a bursary award may ask us to share information about the recipient of the award. In these circumstances, Futsal Elite will ask for your consent before doing so.

BURSARY TERMS AND CONDITIONS

1. Grant of Bursary


A bursary or renewal of bursary is awarded at the sole discretion of the school.

2. Ongoing duty of disclosure

All bursary awards are made subject to an ongoing duty of disclosure. Parents are required to inform Futsal Elite if their financial circumstances improve prior to the annual review taking place.

3. Review

All bursary awards will be subject to annual review for the following academic year and on an ad hoc basis on notification by parents of a change in financial circumstances. Based on the outcome of any

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review, Futsal Elite reserves the right to vary the amount of the bursary award with immediate effect by written notice.

4. Withdrawal of the Bursary

The bursary award may be withdrawn on written notice if:

- The parent has not complied with the obligations set out in paragraphs 2 and 3 above
- The individual has provided false or incomplete information or attempted to conceal information
- The parent's financial circumstances have improved to the extent that a bursary award is no longer justified.

Withdrawal of the bursary shall take effect from the start of the following term or before entry to the programme in the case of new pupils.

The bursary may be withdrawn with immediate effect by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

5. Repayment of the Bursary

Parent(s) will be required to repay all or part of the bursary (at the sole discretion of Futsal Elite) if the bursary is withdrawn as a result of the parent(s) knowingly or recklessly providing false, inaccurate or incomplete information about their financial position or failing to disclose a change in their circumstances as required under clause 2.

In the event that the parent(s) is required to repay all or part of the bursary award the clauses of Futsal Elite's standard terms and conditions apply.