

Cambridge Tutors Educational Trust

MEANS -TESTED BURSARIES

The Trustees of Cambridge Tutors College are committed to broadening access to the College by offering to eligible parents/guardians means-tested financial support with the payment of College's fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

The awards will also contribute to the public benefit requirement of the Trust and in support of this our annual scholarship examination will become an annual academic bursary examination with awards being made to those students with exceptional academic ability who would not otherwise be able to attend the college. The application process for an academic bursary will be outlined at the time of the examination entry.

Bursary awards are normally awarded for the duration of the course. Awards may depend on individual parents/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and like factors), compassionate or other pertinent considerations.

Requests for financial support usually fall into two categories:

- New applicants to the College, where a place has been offered but parents/guardians are unable to fund the tuition fees.
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education.

New Applicants to the College

Awareness. Information provided by the College alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of Colleges fees is included in:

- The College prospectus.
- The College website
- The local press by means of advertisements

The Application Process.

Bursaries are awarded at the discretion of the Trustees and the Principal and College Bursar are responsible for the management and coordination of the process.

- Step One. Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence, are to be submitted to the Bursar no later than the **30th April** in any year for bursaries to start the following September.
- Step Two. The Bursar 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 College. This may involve the Bursar, or her representative, visiting the parents/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- Step Three. The Bursar prepares a recommendation which is considered with the Principal and a joint recommendation is then reached.

- Step Four. The joint recommendation is presented to the Awards Committee for approval.
- Step Five. The parents/guardians are advised whether their child is to be offered a place at the College and of the Bursary offer.
- Step Six. Parents/guardians are then required to sign a letter accepting the place at the College and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance.

The Principal and Bursar will consider a number of factors when making the judgement as to the justification for support, and the extent of such support. In the main, the child's suitability for the College is the first consideration in granting support.

- Suitability. In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational provision. Each pupil to whom support is offered must, in the opinion of the Principal, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the College. In normal circumstances, each applicant should meet the College's normal academic requirements. Previous school reports will be consulted for evidence of good behaviour and a reference will be requested from the last school attended.
- Financial Limitations. The amount of the bursary award is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the College's ability to fund these within the context of what is viable with regard to its overall budget. It is recognised that judgements about what sacrifices a family should make to pay College fees will be personal. However, the College has a duty to ensure that all bursary grants are well focussed 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 College age or other dependents, or the requirements of their partner's work.
 - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of College fees, as would equity values in houses.
 - In cases of separation, the contribution made by the absent parent.
 - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
 - Where fees are being paid to other Colleges (or universities) the College's grant will take into account all these outgoings.
 - Acknowledging that others might have a different view, the College considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays.
 - New or luxury cars.
 - Investment in significant home improvements.

- A second property/land holdings.
- Other Factors. It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
 - Where a child has siblings at the College.
 - Where the social needs of the child are relevant (eg: may be suffering from bullying at their present College).
 - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
 - Where a separation has resulted in the child having to be withdrawn from the College adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances

Within overall budget funding, the College will in normal circumstances set aside each year a Hardship Fund, for cases of sudden, unforeseen need or where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. This sum will be set within budgetary constraints. Parents/guardians with a child at the College whose financial circumstances suddenly change may apply for a bursary to the Principal, explaining their situation and using the normal bursary application forms. Such awards are subject to the availability of funding and cannot be guaranteed.

Annual Review

All bursary awards are subject to review each year. For those previously in receipt of bursaries, the Principal and Bursar, in making their joint recommendation to the Awards Committee have the discretion to recommend to the Trustees the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the College, for example by the late payment of any contribution they are making to the fees.

Confidentiality

The College respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.