



AWARD OF ASSISTANCE WITH FEES (Senior School)

(This policy is available on the website or on request)

Queen Elizabeth's Hospital awards a number of grants for assistance with fees each year; the amount available for such assistance is determined annually by the Governing Body and is dependent upon the availability of surplus endowment income.

Grants are awarded initially on a provisional basis pending receipt of documentary evidence of parental income and are reviewed annually on completion of a Parental Declaration of Income Form. The school uses a sliding scale as a guideline to assist in determining the level of any grant. Grants may be reduced if parental income increases; the school cannot guarantee that grants will increase if parental income decreases. No grant will be awarded if an annual declaration is not submitted or if evidence of income is not produced.

In making decisions about the allocation of assistance with fees for boys new to the school, the following will be taken into account.

- a) The boy's performance in the entrance examination
- b) Parental (gross) income and capital assets
- c) Other relevant circumstances (such as brothers in the school on assisted places)

If a boy is admitted on a full fee paying place, there is no obligation on the part of the school to grant assistance with fees should the family circumstances change.

In making decisions about the allocation of assistance with fees for existing members of the school on full fee-paying places, the following will be taken into account:

- a) The availability of school funds for assistance of existing pupils
- b) The cause(s) of the change in family circumstances
- c) Evidence of the boy's academic performance and general contribution to school life
- d) The availability of funds from other sources outside the school

- e) The boy's year group and proximity to public examinations.

In both circumstances decisions about the recipients and amount of any assistance offered is made by the Headmaster in consultation with the Bursar, within the limit of available funds set by the Governors.

There is an appeal procedure for unsuccessful applications for assistance set out below:

- a) An appeal must be made in writing to the Headmaster within fourteen days of rejection of assistance.
- b) Parents will be invited to meet the Headmaster and Bursar as soon as is practicable to make their representations.
- c) If the matter still remains unresolved, parents may request to put their case to a panel of governors. The governors will consider documentary evidence from the Headmaster and parents and may, at their discretion meet with the parents. This meeting will be held as soon as is practicable following the meeting with the Headmaster and the Bursar and usually within two weeks.
- d) The panel will consist of at least two governors. Their decision is final.
- e) Parents will be notified of the result of the appeal within seven days of the governors' meeting. After an unsuccessful appeal, no further application for assistance will be considered for twelve months.