

Admissions Hardship Bursary Policy 2022-23



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1.Rationale

Taaleem commits to the ethos to listen to parents and offer

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flexibility to their needs when it comes to paying school fees. We are fair and transparent with the information available on school fees and any changes made to the school fees are informed to parents in advance.

We are also a company that treats each family's case individually, for example should a family be struggling to pay fees due to a change of circumstances and they share evidence of this, we are always prepared to discuss & offer solutions to support this situation. We can agree to a payment plan that better supports the family's monthly income or a family can apply for a temporary 'Hardship Bursary' from the school to support the payment of their child's school fees.

A 'Hardship Bursary' is a % of the tuition fees that is awarded to a student by Taaleem. This Bursary discount is based on the financial circumstance of the parents. Please see 'Scholarship Policy' for a % of the school fees that is awarded for the academic level, athletic skill, expressive arts talent of the student; or the citizenship or influence a family or student has on the school. This policy focuses on a Bursary awarded for families who have had a change negatively in their financial circumstances. This is called a 'Hardship Bursary.'

2. Aims

Determining a Financial Need

The school's policy for determining financial need is based on the principle that both parents are responsible for the support and educational expenses of their children. We consider the assets of both parents before making the award.

Applying for a 'Hardship Bursary' is appropriate if a family's circumstances has changed suddenly and temporarily. This would mean that the hardship should at some stage improve (not limited) or come to an end. A 'Hardship Bursary' in most cases would only be honoured for 1 academic year, although an application can be submitted every year, however, the goal of the family and the school should be aligned to return to the approved listed fees of the school at some stage, to enable their children to remain at said school.

Hardship can be determined although not exhaustive by the following list of circumstance:

- A sudden family medical expense related to a long-term illness or injury
- Loss of a job
- Reduction in salary
- Change in company allowances
- Unpaid leave

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3. Procedure

1. Please request from the school your child attends for a Bursary Application Form
2. Along with the completed form attach a recent salary slip from both parents if both are working, this is **mandatory**
3. If a salary slip is not available, then please attach a recent monthly bank statement from both parents if there are separate bank accounts, **this is mandatory if a salary slip is not available**
4. Attach any supporting documents from the following not exhaustive list:
 - a. A recent medical report
 - b. A recent employer's letter of termination/salary reduction/removal of benefits/unpaid leave
 - c. Declare all allowances education and other

4. Date to apply for a 'Hardship Bursary' Existing & Prospective Families

- You must apply for the 'Hardship Bursary' during Term 2, between the first day of term 2 and the first day of Term 3.
- After the first day of Term 3, prospective families only will be reviewed on a rolling basis and can be offered a 'Hardship Bursary' based on approved guidelines and availability of funds
- After the first day of Term 3, all 'Hardship Bursary' applications will be closed for current parents
- Exceptions are made to apply for a 'Hardship Bursary' after the first day of Term 3, for a current parent if the change in financial circumstances occurs after this date
- A family receiving a 'Hardship Bursary' must reapply each year unless a non-disclosure agreement has been signed noting differently

5. Notification of Bursary value

- Notification of the 'Hardship Bursary' % will be shared with you up to and including April 30th
- To finalise the agreement of the 'Hardship Bursary' you will be required to sign a non-disclosure agreement
- Should you not agree with the 'Hardship Bursary' discount % and then decide to withdraw your child from the school, if you have paid the re-registration fee, this will be refunded in full

6. Process Involved in Accepting or Declining a Hardship Bursary

Applying for a 'Hardship Bursary' can be difficult and a last resort for a family. At Taaleem, full confidentiality is considered regarding the personal documents and information you share, and it is only viewed by the people involved in the approval. The accepting or declining of a

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'Hardship Bursary' and deciding on the % is based on but not exhaustive by the following criteria points:

- A sudden change in a family's income due to a change in circumstance
- The monthly income a family receives vs the termly fees for their child/children
- Evidence that the circumstance may not be permanent & could improve in the future
- Number of years the child has attended the school
- Year group attending, for example a year where they must complete their examinations
- Considering a school that is over-subscribed and has a waiting list