



**THE GORDON FOUNDATION
ELIGIBILITY AND PROCEDURE FOR THE AWARD OF BURSARIES**

1. There are two categories of financial support provided by The Gordon Foundation (The Foundation):
 - a) Bursaries for new students entering Gordon's School (the School) and
 - b) Hardship grants where a change in a current family's financial circumstances has resulted in difficulty meeting boarding charges and may result in the student being withdrawn partway through a stage of education.
2. Assessments of bursaries will be based on measures of net income and net assets. The following will also be taken into account:
 - the ability to improve the financial position or earning power of the family
 - asset level and ability to release capital from savings, investments or property
 - the possibility of a contribution to household costs by other family members
 - whether the family has other children / dependents
 - in cases of divorce/separation, the financial arrangements for maintenance
 - whether the family is in possession of property other than the family home.
3. The following are not consistent with the receipt of financial support: frequent or expensive holidays, new or luxury cars, investment in significant home improvements, second property or land holdings, one parent not contributing financially to the household income unless prevented through ill-health or other circumstances.
4. All applicants for bursaries and hardship grants are required to complete a confidential statement of financial circumstances and to supply supporting documentation (additional information may be requested). As part of the process all candidates will meet with the Secretary of The Foundation following which a home visit by a representative from Bursary Administration Ltd will be arranged.
5. All potential recipients of financial support have to meet Gordon's School's admissions criteria. Existing students who hold bursary awards are subject to an annual review of performance. Bursary holders are expected to be positive in approach and to participate fully in the academic and wider activity programme of the School. Their bursaries are dependent on their fulfilling their obligations and meeting the School's expectations.
6. Formal applications for bursary support are made once a place at the School has been offered and before a student has entered the school. All recommendations for bursary awards are approved by the Awards Panel which meets termly.
7. Hardship grants may be awarded on a termly basis, depending on the circumstances surrounding the provision of the award. In some cases, The Foundation may provide bursary support for two Sixth Form years, if it is considered in the best interests of the student. The Foundation will endeavour to provide parents with one term's notice of any change to the level of assistance. All bursaries are discretionary and are subject to review.
8. All bursaries and grants are reviewed each year and the value awarded may vary year on year. Bursaries are expressed as a percentage reduction of the relevant boarding charge. There are strictly limited funds available each year. The decisions of the Awards Panel are final.

9. For Year 11 students intending to move into the Gordon's Sixth Form, a full review with home visit will be required. There is no guarantee that a bursary for a Year 11 student at Gordon's will be re-awarded for the Sixth Form nor at the same value. The Awards Panel is likely to consider an application for assistance in the Sixth Form more favourably if the applicant student has obtained high effort grades in Years 7-11 and made a positive contribution to the life of Gordon's School.
10. A requirement of any award is that if any of the information disclosed in a bursary application becomes inaccurate at a later date, then The Foundation must be informed without delay. Failure to divulge requested information or a change in circumstances to The Foundation could lead to an award being withdrawn or withheld.
11. The Foundation respects the confidentiality of financial information provided and of awards made to families, and recipients are expected to do likewise.
12. The Foundation expects parents to explore other possible sources of financial support and in particular, to review the Education Trusts listed on the Education Trusts' Forum website (educational-grants.org.uk) for which the Foundation will provide appropriate support.
13. In the event that Gordon's has secured funding from any other educational trust(s), such funding will be used to reduce the Foundation's liability.
14. The Foundation may be able to assist with the costs of ancillary academic activities – should assistance be required, parents should contact the Bursar in the first instance. An example would be the cost of instrumental lessons to support GCSE/A Level music studies or assistance towards the cost of a languages trip.

DEFINITION – the term 'Parent' includes parent, guardian, step-parent or any other person who has assumed, or been granted by the court, parental responsibility for the child or children to whom an application relates.

Reviewed March 2018