



# Cayman Prep & High School

## WHOLE SCHOOL

# Bursary (Financial Assistance) Policy

### School Mission Statement:

*At Cayman Prep and High School, we aim to provide a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical creative thinkers, responsible citizens and lifelong learners in an ever-changing world".*

### Core Values:

|                        |                      |
|------------------------|----------------------|
| <i>Loyalty</i>         | <i>Forgiveness</i>   |
| <i>Self-Discipline</i> | <i>Empathy</i>       |
| <i>Integrity</i>       | <i>Friendship</i>    |
| <i>Excellence</i>      | <i>Caring</i>        |
| <i>Respect</i>         | <i>Communication</i> |

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# **BURSARY (FINANCIAL ASSISTANCE) POLICY**

## **1. Background**

The Governors of Cayman Prep & High School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support towards the payment of school fees. Such support is known as a bursary and these are awarded on tuition fees payable, depending on the financial, compassionate, or other pertinent circumstances of applicants.

Bursary awards are subject to repeat testing of parental means regularly and may be varied upwards or downwards. Factors considered in such assessments will include savings, investments, properties, and other realisable assets, as well as income, outgoings, and size of family.

The number of awards made in any one year will vary according to the circumstances of the applicants and the availability of funds. Although some of the bursaries are supported by specific donations from third parties the majority of bursaries are financed directly from school income within a budget authorised by the Governors.

A 100% Bursary is awarded to the children of Ministers and full-time Lay Pastors of the United Church in Jamaica and the Cayman Islands.

A 10% Bursary is awarded to the children of a parent or parents who are members in good standing in any of the United Churches in Jamaica and the Cayman Islands which are located in the Cayman Islands.

Requests for bursaries usually fall into two categories.

1. Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty paying the tuition fees and may result in the child being withdrawn part way through a stage of education.
2. The Church Bursary is awarded providing proof of correspondence is received by the relevant minister on an annual basis that the parent is a member and in good standing at the Church.

## **2. Composition, Attendees and Quorum**

The Bursary Committee is appointed by the Chairman of the Board of Governors and will consist of not less than three Governors (one of whom is the Director). The Committee Chair will be nominated by the Chairman. If no such Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the same, the members present may choose one of their numbers to chair the meeting.

The Business Manager shall attend Committee meetings unless otherwise specified by the Committee. The Business Manager is a non-voting member.

Decisions at any meeting of the Committee shall be determined by a majority of votes of the Committee members present, and in the case of equality of votes, the Chair shall have a second or casting vote.

### **3. Application Procedure**

Parents/Guardians seeking a bursary are required to complete a Financial Assistance Application Form which seeks to establish the financial circumstances of the household. The application, which requests details of income and capital, will be assessed and where relevant, full documentary evidence will be requested. The completed application, together with the necessary documentary evidence, will be reviewed by the Business Manager.

The Business Manager assesses all applications to establish the likely level of support which will be required to allow the child to remain at or attend the School. The Business Manager will make recommendations to the Bursary Committee regarding whether a Bursary should be considered and if to be considered the value of the Bursary discount.

The Business Manager will advise the parent/guardian of the decisions of the Bursary Committee.

### **4. The Case for Assistance**

The Bursary Committee may consider several 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 entry to, or remaining at the school is the first consideration in granting support.

#### **Suitability**

Bursary funds are limited and those judged most suitable will be given priority as those likely to gain most from the educational and pastoral provision. In assessing a child's academic suitability, potential will be considered as well as actual achievement. Each pupil to whom support is offered must, in the opinion of the Bursary Committee, be likely to make sound academic progress and possess the potential to develop the quality of their work and benefit from participation in the wider, extra-curricular activities on offer at the School.

CPHS will only make available bursary support for one family member in each academic year.

Please note that it would only be in very exceptional cases that bursaries would be awarded to students in Kindergarten.

## **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 School's ability to fund these within the context of its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School must ensure that all bursaries are fairly allocated and so, as well as current earnings, other factors which will be considered in determining the necessary level of the bursary 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 or due to work permit restrictions.
- Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, for example, second homes.
- 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 schools (or universities) the School's grant will take into account these outgoings.

## **5. Review**

All bursary awards are subject to repeat testing of parental means on a regular annual basis and may be varied upwards or downwards depending on parental circumstances. For those in receipt of bursaries, the Bursary Committee have the discretion to reduce or withdraw an award not only where a student's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late payment of the contribution they are making to the fees.

## **6. Confidentiality**

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

The application form can be requested by contacting the Business Manager at [Businessmanager@cayprep.edu.ky](mailto:Businessmanager@cayprep.edu.ky)

Appendix 1

Financial Assistance Application Form 2023-24



Financial Assistance  
Application Form 20