

Hamilton College

**Governors’ Bursaries: 2023-2024**

**Information for Parents**

Christian Schools (Scotland) Limited is a registered charity trading as Hamilton College - SC006206

**Bursary Scheme**

The Board of Governors is committed to offering financial assistance to certain families through a Bursary Award Scheme which will allow pupils with academic potential to experience the distinctive, caring Christian ethos of Hamilton College. The Bursary will be in the form of an agreed **tuition fee** concession to successful applicants.

The Bursary Award Scheme is based on principles of fairness and confidentiality. It is a very rigorous process requiring full disclosure of financial circumstances and has limited availability.

**Who is eligible?**

The Scheme provides a number of bursaries to eligible pupils passing the entrance test and offered a place at Hamilton College in Junior, Transitus or Senior School, irrespective of whether the pupil has attended Hamilton College Junior School or another primary school.

**How do you apply?**

Parents will be asked to complete, in confidence, an application form, provide full documentary evidence about earnings, and sign a declaration about their financial circumstances. In the interests of fairness, there is an earnings limit above which applications cannot be considered.

**A letter to the Chair of the Bursary Group indicating the reasons for the application should accompany the documentation.**

Application forms are available on the Hamilton College website.

**What happens next?**

A Bursary Group nominated by the governing body will consider all applications regarding the information provided. If there are more applications than the number of bursaries available, these will be prioritised. The Bursary Group will make their recommendations to the Board, which has the final decision.

Parents will receive a letter informing them of the outcome.

**Conditions**

***The continuation of a Bursary beyond the initial award will be dependent upon:***

* ***Head Teacher’s endorsement of the pupil’s progress, attendance and good conduct in Hamilton College,***
* ***an annual review of parental means***
* ***school fees payable must be paid on time, unless circumstances discussed with the Business Manager***

The academic, attendance and behavioural review will be conducted at regular intervals throughout the academic year. If the Head Teacher’s review shows progress, attendance or good conduct falls short of the standard required, the Bursary Award may be withdrawn.

**Duration of an award**

All awards are subject to regular reviews. Parents must, however, inform the school of any change in their financial circumstances. Evidence of earnings may be required from time to time.

**Confidentiality**

The system aims to assure applicants of confidentiality. All applications and financial information will be handled discreetly. Teaching staff have no access to information about which pupils receive financial support or fee concessions.

**Are any other discounts available?**

***The following discounts are NOT available to Governors’ Bursary Award holders***

Existing concessions (**on tuition fees only**) will continue:

1. Sibling concessions are available as follows:

Third child -20%

Fourth child -30%

1. Concessions for children of full-time Christian workers

-25%

**NB: The Board of Governors will request documentary evidence confirming the parent’s status as a full-time Christian worker before awarding this discount.**

**Timescale 2023-2024 Applications**

October 2022 Financial criteria and Application Forms for bursaries for August 2023 available from the Business Manager and can also be downloaded from the website www.hamiltoncollege.co.uk

December 2022 Completed applications to be returned to the Business Manager on or before **16th December 2022**.

The Entrance Tests will be held in January 2023.

February 2023 Offers of a place at Hamilton College and the outcome of the Bursary Application will be notified to the applicant in mid February 2023. Acceptance by applicant of the place and the bursary offer is required as soon as possible but no later than Thursday 23rd February 2023.

Forms for 2024-2025 will be available from October 2023, and the process will follow a cycle similar to the above.

Completed Application Forms with supporting evidence should be returned to:

Business Manager

Hamilton College

Bothwell Road

Hamilton ML3 0AY