



THE BRITISH SCHOOL OF MILAN BURSARY FUND

The BSM Bursary Fund offers means-tested places at The British School of Milan, funded in part by the school and in part by generous donations from parents. Applications are open to: students not currently at BSM who meet the eligibility criteria and families currently at the School who find themselves in financial difficulties.

The decision to award a bursary will be made by the Principal on the recommendation of the Bursary Fund Committee. Members of the Board of Governors play no part in the deliberations of the Bursary Fund or decisions relating to the award of bursaries.

Academic and Other Eligibility Criteria

Applicants should demonstrate:

- A positive attitude to learning
- A good academic record
- Active participation in co-curricular activities beyond the classroom – e.g.) music, drama, sport and charitable service.

Value of Bursaries

Bursaries will be regularly reviewed. The Bursary Fund Committee will make the decision regarding the value of individual bursaries based on declared family income, assets and resources following the procedure set out in the section below.

Means-Tested Awards

The School is committed to broadening access to a BSM education by offering to eligible parents/guardians means-tested financial support. Such support may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Means-tested awards are subject to regular review. Awards are made on the basis of a family's financial circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and similar factors).

Awards are made at the discretion of the Bursary Fund Committee. The Principal, School's Chief Financial Officer (CFO) and Development Director are responsible for the management and coordination of the process.

Step One

Parents/guardians of bursary candidates will be required to complete an application form that seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, must be accompanied by full documentary evidence, including school



records and references as appropriate.

Step Two

The CFO assesses all applications to establish the likely level of support that will be required in order to allow the child to attend the School. This may involve the CFO, or his or her representative, visiting the parents'/guardians' home to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.

Step Three

The Bursary Fund Committee considers the applications and a decision about the level of financial support is reached.

Step Four

The parents/guardians are advised whether their child is to be granted a bursary (subject to admissions process).

Step Five

Parents/guardians will be required to sign an Acceptance Form accepting the bursary and its terms and conditions.

Financial Limitations

The amount of the means-tested bursary is influenced by the extent of need. Each case is assessed on its own merits and awards are made accordingly. It is recognised that judgments about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursaries are fair and so, as well as current earnings, other factors which will be considered in determining the necessary level of bursary will include:

- The ability to improve the financial position or earning power of the family
- Opportunities to release any capital
- Contribution to household costs by other, wider, family members, any adults related or unrelated to the child or by outside sources
- Fees paid to other schools or universities
- The social need of the child
- The parent's/guardian's health and inability to secure permanent employment

The School considers that *inter alia* the following would not be consistent with the receipt of an award:

- Frequent or expensive holidays
- New or luxury cars
- Investment in significant home improvements
- A second property/land holding



Review Process

All bursaries are subject to regular review. The continuation of bursaries is dependent upon good school reports for effort and achievement, attendance and punctuality.

The Bursary Fund Committee has the discretion to reduce and/or withdraw an award where

- (a) a pupil's progress, attitude, behaviour, attendance and punctuality are deemed to have been unsatisfactory
- (b) the parents/guardians have failed to support the School, for example by the late payment of fees due to the school and/or its service providers, or failure to adhere to the Parental Code of Conduct.

Confidentiality

The Bursary Fund Committee respects the confidentiality of means-tested awards made to families and recipients are expected to do likewise.

How to Apply

Applications are accepted on a rolling basis during the school year. For further information about the Bursary Fund, please write to development@bsm.school.