



Bursaries Policy

CIS offers a limited number of means-tested bursaries to support existing and new pupils to the School where parental means would be insufficient to meet the fees in their entirety. Bursaries, on a sliding scale, are awarded to pupils who we believe will gain most from a CIS education, and who will contribute fully to the life of the school.

The provision of all financial assistance is at the sole discretion of the School and is subject to the means-testing rigour expected of independent schools by the Charity Commissioners. Both parents/guardians will be required to provide proof of their income and assets. The level of support varies according to a range of circumstances including parental need, and also according to the amount of funding available. All awards are reviewed annually during the summer term.

New pupils. Entry to Infants (Years 1&2): Please note that financial assistance is only available for entry to the Infants in very exceptional circumstances, the deadline for bursary applications is 31 March in the year prior to entry. Decisions will be communicated by letter from the Bursar usually within a month of receiving the completed application form.

Entry to Other Year Groups: If you wish to apply for bursary funding for entry into other Year groups, the [Bursary Application Form](#) should be fully completed and submitted directly to the Bursar with supplementary documentation by 31 March in the academic year prior to the year of admission. Please note that we cannot consider bursary applications for children for whom Application Forms for a place at the School have not been received. Allocation of funds will be considered by the Bursary Committee (Bursar, Principal, Director of Development), decisions will be communicated by letter from the Bursar usually within a month of receiving the completed application form.

Existing pupils. Parents of existing pupils who wish discuss bursary assistance are to contact the Bursar.

Summary of Key Points:

- **Bursary Applications be submitted with all required supporting documentation by 31 March in the year prior to admission. Decisions regarding Bursaries will be communicated where possible within a month of receipt or on confirmation of a place being offered.**
- **A Bursary Application will not be accepted if an Application Form has not been submitted.**
- **Bursary applications will not be accepted for new pupils where the offer of a place has already been accepted and a deposit has been paid.**
- **Exceptionally, Bursary applications will be accepted for children applying for places in the Infants. Applications must be received by the School by 31 March.**