



1. INTRODUCTION

The Governors' of Hutesons' Educational Trust are committed to broadening access to the School by offering means-tested financial support. This enables the provision of our high-quality education to families who may not otherwise be able to afford the fees.

This guide is designed to provide an overview of how our bursary scheme works, including eligibility criteria, the application process, and other essential information.

2. WHAT IS A BURSARY?

A bursary is a means-tested financial award that helps cover part or all of the school fees. Awards are reviewed annually and vary depending on changes in financial circumstances.

3. ELIGIBILITY CRITERIA

It should be noted that despite our extensive fundraising we have a limited bursary pot. For entry into S1 we welcome bursary applications. Regrettably, we are not able to offer bursary support to those joining us in later years, nor in Primary.

The level of any bursary awarded is based on both the extent of financial need and the pupil's results in the entrance assessments.

To assess financial need, applicants must complete the Bursary Application Form in full. This form collects details about the family's financial situation, including total income and capital assets.

The assessment focuses on establishing the net resources available to the parent(s)/guardian(s), which are defined as total income from all sources (e.g. salaries, investment income) and capital assets such as property, stocks, and shares. Supporting documentation, such as P60s, business accounts and benefits award letters, must be provided to verify the information submitted.

As a guideline, bursary assistance is unlikely to be available to households with a combined pre-tax income exceeding £65,000. Additionally, families with substantial accessible capital assets, even if earning lower salaries, are unlikely to qualify for support.

Once net resources have been reviewed, the Head of Finance, Rector, and Bursar will determine the appropriate level of financial assistance. This assessment will be conducted annually, and any significant changes in financial circumstances may result in adjustments to the bursary award.

No additional discounts, such as a sibling discount, can be applied alongside a bursary. In cases where multiple discounts are applicable, only the highest discount will be granted. For example, if a bursary offers a 10% reduction, but the sibling discount is higher, the sibling discount will apply.

4. THE CASE FOR ASSISTANCE

The School expects bursary applicants to demonstrate they are doing all they can to meet fee obligations. Bursary awards are means-tested and cannot support lifestyle choices. In addition to earnings and assets, the following factors are considered:





- Efforts to release capital, such as through increased mortgages or sale of investments.
- Both partners' earning potential, unless one is unable to work due to childcare, dependents, or incapacity.
- Contributions from an absent parent in cases of separation.
- Support from wider family members or other adults in the household.
- Fees being paid to other schools or universities, with the expectation bursaries have also been applied for at those institutions.
- Lifestyle expenditures inconsistent with financial need, such as frequent luxury holidays, high-end vehicles, or significant discretionary spending on home improvements or leisure.

The ultimate obligation to finance school fees lies with the parents of the pupils. Financial support in the form of a means-tested Bursary will only be considered after all other avenues for financing school fees have been exhausted.

5. PROCESS AND KEY DEADLINES

If you would like your child to be considered for a bursary, please tick the relevant box in your online admissions application.

The bursary application process opens in October, at which point you will be asked to provide detailed evidence to support your application. The deadline for bursary applications is normally the first school day in January.

You will be notified of the outcome of your application in February, alongside your offer letter. Please note, this decision will be contingent on receiving all the required supporting documentation.

Further documentation will be required in May (after the end of the tax year) and a confirmation letter detailing your bursary award will be sent to you in June.

Please note that all bursary decisions are final, and it is not possible to appeal.

6. HOW BURSARY AWARDS ARE DETERMINED

The level of bursary support offered depends on:

- The family's financial circumstances, as assessed through the means-testing process.
- The number of bursaries available in any given year.
- The total funds allocated for bursary awards by the school.

Bursaries can cover up to 100% of tuition fees, although partial awards are more common.

7. TERMS AND CONDITIONS

- **Annual Review:** Bursaries are reviewed annually, and families must resubmit financial information each year to confirm continued eligibility.
- **Confidentiality:** All bursary applications and financial assessments are treated in strict confidence.
- **Withdrawal of Bursary:** The school reserves the right to adjust or withdraw a bursary award under the following circumstances:





- Significant changes in the family's financial circumstances.
- Failure by the student to meet the school's standards of behaviour.
- Non-payment of fees due (net of the bursary award).

8. ADDITIONAL SUPPORT

In line with our commitment to supporting families, we offer a Financial Assistance Scheme. This scheme is intended to provide short-term relief in the event of sudden and unforeseen changes in circumstances, rather than long-term financial support. Please note that the "case for assistance" under point 4 above applies to both bursaries and financial assistance.

9. CONTACT US

If you have any further questions about the financial assistance or bursary process or would like to discuss your application in confidence, please contact: bursaries@hutchesons.org.

Policy Owner	Head of Finance
Date Reviewed	January 2025
Version Control	-
Approved By	Finance Committee
Date Approved	-
Location(s)	Website, Parent Portal
Next Review Date	August 2026

The Governors of Hutchesons' Educational Trust, Registered Charity Number SC002922, is the governing body of Hutchesons' Grammar School.

