



ST ANDREW'S INTERNATIONAL HIGH SCHOOL



FINANCIAL ASSISTANCE AND DISCOUNTS POLICY (FADP)

June 2020

Throughout this policy, 'School' refers to St. Andrew's International High School

1. Background

- 1.1. The School receives no external funding and relies entirely on the tuition and boarding fees paid by parents/guardians of students in the School to finance its operations.
- 1.2. The School operates on a not-for-profit basis and the Board of Governors will ensure that any excess funds are sensibly invested in future improvements for the school.
- 1.3. With the exception of those eligible for a discount on school tuition fees as laid out in sections 1.4, 1.5 and 1.6 below, all parents/guardians must pay the full quoted school tuition fees.
- 1.4. School tuition fees pay for the delivery of lessons, reporting and pastoral support. They do not cover extra-curricular activities, house or club activities which are given as a free service to registered students.
- 1.5. In exceptional circumstances the School may, in its absolute discretion, grant financial assistance in the form of a Bursary or Academic Scholarship to deserving students for the purposes of allowing such students to continue education at the School.
 - 1.5.1. The school will place notifications in local press during August to advertise the fact that Academic Scholarships are available.
- 1.6. Under the conditions of service for most employees at the School, no payment for tuition fees is required from parents/legal guardians who are full time teachers or full time senior managers/administrators employed by the school on a 2 year (or longer) contract. A 50% discount on school fees also applies to full time Higher Level Teaching Assistants (HLTAs). The number of children who can be supported under this category is a total of 2, for a maximum period of 7 years for each child.
- 1.7. Some parents who pay tuition and boarding fees in FOREX are entitled to a discount. The eligibility for this is outlined in section 3.
- 1.6. The funding available for Financial Assistance will be reviewed and determined on an annual basis by the Board, but shall generally not exceed the equivalent of twelve (12) full tuition payments.
 - 1.6.1. In times of national crisis, pandemic or other emergency, additional funds may be allocated to support parents through the difficult period.

2. Number and Categories of Discounts.

- 2.1. Financial Assistance may take the form of Academic Scholarships or General Bursaries.
- 2.2. Four (4) full equivalent Academic Scholarships will be reserved for award to aid students in the Sixth Form and seven (8) General Bursaries in aid of students in Years 7-13. The awards are given as a percentage of a full bursary or academic scholarship. See Appendix A
- 2.3. There is an additional discount (not financial assistance) awarded to those parents who choose to pay their school fees in FOREX (\$US, £Sterling, €euro). See Appendix A
- 2.4. Discounts up to 100% for tuition fees are given for certain categories of employees at the School. See Appendix A.
- 2.5. Students of parents from Mozambique or ex-pats working in the Tete corridor region of Mozambique shall be allowed to pay local tax payers' rates for an effective discount of approx 30% on tuition fees and approx 10% on boarding fees.

3. Eligibility

The general principle of the awarding of Academic Scholarships is to encourage young, able, Blantyre-based Malawians from less privileged backgrounds to be able to afford a SAIntS education.

- 3.1. No applicant has any given right to financial assistance from the School. Eligible applicants will have their applications considered on their merit by the Head Teacher and Governing Body.
- 3.2. Applications for General Bursaries will only be considered from parents/guardians whose children have been at the school for a period of at least one school term.
- 3.3. Financial assistance *may* be awarded only to students whose families *need* financial assistance *and* who pay local tax.
- 3.4. In order to show need for a General Bursary, applicants must prove that their financial situation has changed significantly for the worse since their child(ren) enrolled at the school. The following reasons for this will be considered:
 - 3.4.1. Parents have divorced leaving the sole parent responsible for payment of school fees
 - 3.4.2. One or both parents have died
 - 3.4.3. The parent(s) have suffered some catastrophe resulting in significant loss of income
 - 3.4.4. The parent(s) have suffered a (family) crisis resulting in significantly raised outgoings
- 3.5. Eligibility for an Academic Scholarship is based on the academic ability of the student being considered and the ability of the parents/guardians to pay the school fees. Applicants for Academic Scholarships must provide sufficient proof (e.g. wages slips and bank statements) such as to prove



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beyond all reasonable doubt that the family are unable to pay the tuition fees. A bursary application must also be completed in full.

4. Academic Scholarships – the Criteria

4.1. Academic Scholarships will be availed as follows:

- 4.1.1. for Year 12 students only and may be continued to Year 13;
- 4.1.2. on recommendation of the Head Teacher following character interview by the Director of Sixth Form, the Head Teacher and a Board Member (recommended);
- 4.1.3. to students minimum of six A/A* (8/9 on new grading) at GCSE/iGCSE;
- 4.1.4. on presentation of evidence that full school fees cannot be afforded; and
- 4.1.5. to the value of up to 1.5 full scholarships per year divided amongst candidates according to need.
- 4.1.6. to exceptional, deserving students in Key Stages 3/4.

5. The Academic Scholarship Review Process

5.1. At the end of each academic year there will be a review of the students in receipt of academic scholarships. To retain the scholarship the student must:

- 5.1.1. be a role model student in terms of effort and behaviour.
- 5.1.2. gain grades at AS Level with at least one A and no grade below a
- 5.1.3. be a pro-active and dedicated student

6. Applications

- 6.1. Applications for financial assistance have to be submitted to the School at least 1 week before the start of a term.
- 6.2. Applications should be accompanied by a Confidential Statement/Letter (see appendix B), setting out the reasons for seeking a bursary.
- 6.3. A Means Tested Bursary Application Form must be completed in full.
<http://www.saints.mw/storage/2020/03/200503-Means-Tested-Bursary-Application-Form.pdf>



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7. Processing of Applications

- 7.1.** On receipt of Applications and supporting documents, the Head Teacher will review the applications and make recommendations to the Board based on the evidence given.
- 7.2.** The Board or a designated committee of the Board will meet to decide on the financial assistance to be awarded each academic year.
- 7.3.** The Board is not obliged to award any scholarships in any given academic year.
- 7.4.** The decisions of the Board shall be final and will be communicated through the Head Teacher before the commencement of the new academic year.
- 7.5.** The Head Teacher may act on behalf of the Board, but any decisions regarding discounts will be subject to final authorisation by a Board member.

8. Appeals

- 8.1** The decision of the School is final and there is no provision or need to provide an appeals process.

APPENDIX A: Discounts to be awarded

The school has a history of supporting medical and missionary workers (almost entirely Christian) who are parents of students at the school. This has grown to include a large number of difficult to define NGOs and charities. In 2016 it was decided to review the eligibility of these discounts summarised below:

Fee Structure and Discounts to apply from September 2020. Figures in \$US converted to Kwacha for invoicing.

		Yr 7	Yr 8	Yr 9	Yr 10-11	Sixth Form
Tuition Fees						
Local Tax Payers¹		3614	3614	3614	3692	4097
Non-Local Tax Payers		5075	5075	5075	5190	6357
Discounts	Max Bursary	70%	70%	70%	70%	70%
	Max Academic Scholarship	0%	50%	50%	75%	75%
	Max Discount for FOREX payment by Non-Local Tax Payers³	10%	10%	10%	10%	10%
	Max Discount for Full Time Teachers	100%	100%	100%	100%	100%
	Max Discount for Full Time Senior Administrators	100%	100%	100%	100%	100%
	Max Discount for Full Time HLTAs	50%	50%	50%	50%	50%
Boarding Fees						
Local Tax Payers¹		2721	2721	2721	2721	2721
Non-Local Tax Payers		2815	2815	2815	2815	2815
Discounts	Max Bursary	70%	70%	70%	70%	70%
	Max Academic Scholarship	0%	0%	0%	0%	0%
	Max Discount ex-pat Missionaries and ex-pat NGO Medical	0%	0%	0%	0%	0%
	Max Discount for FOREX payment by Non-Local Tax Payers	9%	9%	9%	9%	9%
	Max Discount for Full Time Teachers	0%	0%	0%	0%	0%
	Max Discount for Full Time Senior Administrators	0%	0%	0%	0%	0%
	Max Discount for Full Time HLTAs	0%	0%	0%	0%	0%

¹ or Mozambiquan students or students of ex-pats working in the Tete region of Mozambique

² and ³ are cumulative i.e. if both apply, a 20% discount is awarded



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APPENDIX B: **Confidential Statement/Accompanying Letter**

If applying for financial assistance, the application must include a confidential statement in the form of a letter addressed to the Chair of Governors at St. Andrew's International High School.

The statement must include a reason why the applicant needs to be considered for financial assistance considering conditions laid out in sections 3.4 and/or 4.1 explaining which of these they fall under. This information should be given to any people making enquiries about financial assistance.

Along with the signed statement, evidence must be shown that financial hardship exists through the presentation of complete sets of all bank statements covering a period of no less than 6 months up to the date of application.

Details must also be given of any additional source(s) of income not shown on the bank statements.

Permission must also be given within the confidential statement for St. Andrew's International High School to make enquiries to the bank(s) holding the accounts to cross-check details.

Link to the Means Tested Bursary Application Form

<http://www.saints.mw/storage/2020/03/200503-Means-Tested-Bursary-Application-Form.pdf>