



Financial Assistance Policy & Procedure

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Description: This policy outlines the School's approach to financial assistance (formerly the Bursary Policy)

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

The Trustees of Lingfield College are committed to broadening access to the School by offering to eligible parents and guardians means-tested financial support towards the payment of tuition fees. Such support is known as Means-Tested Financial Assistance (MTFA).

Financial assistance may be awarded in the form of a partial reduction of tuition fees, depending on the financial and other relevant circumstances of each pupil and their family.

Requests for financial assistance usually fall into two categories:

1. Pupils (new or existing) who have been offered a Scholarship or Award, but whose parents/guardians are unable to meet the full cost of tuition fees. (after any Scholarship or Award remission)
2. Existing pupils whose parents or guardians have experienced a material, unforeseen change in financial circumstances, resulting in difficulty paying the full tuition fees, which could lead to the child being withdrawn partway through a crucial stage of education.

Means-Tested Financial Assistance is administered and operated separately from the Lingfield Foundation, which provides 100% transformational bursaries under its own charitable governance and criteria.



2.0 ELIGIBILITY & CRITERIA

Financial Assistance at Lingfield College is subject to available funds and awarded at the discretion of the School. Each award represents the best and most responsible use of available resources and is intended to support pupils who would most benefit from a Lingfield College education but whose families could not otherwise afford the full fees. Financial Assistance may be awarded through two main routes.

2.1 Scholars – Means-Tested Support

Financial Assistance may be granted to families of pupils – whether newly joining or already attending the School - who have been offered a Scholarship or Award but are unable to meet the full cost of tuition fees.

Suitability:

In assessing eligibility under this route, the School will consider:

- The pupil's academic or co-curricular achievements, potential and conduct.
- School reports and references showing evidence of good behaviour, effort and engagement.
- The likelihood that the pupil will benefit from, and contribute to, the educational and wider life of Lingfield College.

Financial Need:

The level of Financial Assistance awarded is based solely on the extent of financial need, not the pupil's ability. Each case is considered individually, within the limits of the School's available budget.

In assessing financial need, the following are considered:

- Household income and expenditure, including all sources of income.
- Employment status – both partners are typically expected to be employed unless prevented by incapacity, the need to care for dependents, or other valid circumstances.
- Capital and savings, including property equity and investments.
- Contributions from family members or others in the household.
- Other educational costs (for siblings at other schools or universities).
- Lifestyle factors, such as discretionary or luxury spending inconsistent with financial need (e.g. frequent expensive holidays, luxury cars, or second properties).

2.2 Financial Hardship – Existing Pupils

Financial Assistance may also be provided to existing families who experience a sudden or significant change in financial circumstances, resulting in difficulty meeting tuition fees. This support is designed to help pupils remain at the School during a period of hardship.

Eligibility:

- Applicants must have had a child enrolled at Lingfield College for at least twelve months.
- The change in circumstances must be material and unexpected (e.g. redundancy, illness, separation, or bereavement).
- Support may be offered for a limited term, subject to the availability of funds.
- Priority is given to pupils approaching critical stages in their education (e.g. GCSE or A Level courses).

**Assessment:**

Applications are reviewed on an individual basis, taking into account the family's financial position and the best interests of the pupil.

The School maintains a Hardship Fund within its annual budget to support exceptional cases, though assistance from this fund cannot be guaranteed.

Pupils receiving Financial Assistance must not commit to any School trip exceeding **£1,000** without prior approval from the **Headmaster** and **Director of Finance & Resources**.

2.3 Financial Limitations

The level of Financial Assistance awarded is determined solely by the extent of financial need and the availability of funds. Awards are not influenced by a pupil's level of ability but by the family's overall financial position and capacity to contribute towards tuition fees.

The School has a responsibility to ensure that all Financial Assistance represents the best use of available resources. Judgements about what sacrifices a family should reasonably make to pay School fees will vary, but each application will be considered in light of the following principles:

- Employment: Where there are two parents or guardians, both are typically expected to be in employment unless prevented by incapacity, the need to care for dependants, or other valid reasons.
- Capital and savings: Families are expected to make reasonable use of savings, investments, or equity in property before Financial Assistance can be considered.
- Parental separation: Contributions from both parents will be taken into account, along with any maintenance or financial support arrangements.
- External contributions: Any financial assistance received from extended family members or other adults living in the household will be included in the assessment.
- Other educational commitments: Where fees are being paid for siblings at other schools or universities, the School will assume that equivalent support is being sought or provided by those institutions.

While recognising that opinions may differ on personal spending priorities, the School considers the following as not usually consistent with eligibility for Financial Assistance:

- Frequent or expensive holidays.
- New or luxury vehicles.
- Investment in significant or non-essential home improvements.
- Ownership of a second property or land holdings.

2.4 Other Considerations

In addition to academic ability and financial position, the School recognises that other personal circumstances may need to be taken into account. These may include:

- Where a child has siblings currently attending the School.
- Where the family is experiencing circumstances that may affect the child's stability or wellbeing.
- Where a parent or guardian is terminally ill or unable to maintain permanent employment due to poor health.



3.0 THE APPLICATION PROCESS

The Financial Assistance process is managed by the Director of Finance & Resources, in consultation with the Headmaster.

Step 1 – Email the Director of Finance & Resources

Parents or guardians seeking Financial Assistance should contact the Director of Finance & Resources at finance.resources@lingfieldcollege.co.uk to outline their circumstances and request the Financial Assessment Form.

Step 2 – Submit Financial Information

Applicants must provide full details of household income, expenditure, capital and assets, supported by appropriate documentary evidence as requested on the Financial Assessment Form.

Step 3 – Assessment

The Director of Finance & Resources and Headmaster will review all applications to determine the likely level of support. This may include a follow-up meeting or a home visit to ensure that the financial assessment is fair and accurate. Applications are considered in light of available funds and the relative merits of each case.

Step 4 – Offer and Acceptance

Applicants will be informed of the decision in writing. Any offer is provisional, subject to confirmation of up-to-date financial documentation (including tax returns). Families accepting Financial Assistance will be asked to sign an acknowledgement agreeing to any attached conditions.

Step 5 – Confirmation

Once final financial evidence is verified, the School will confirm the level of support in writing for the forthcoming academic year.

4.0 CONDITIONS OF FINANCIAL ASSISTANCE

- Financial Assistance applies to tuition fees only and does not cover lunches, trips or other extras.
- Families must notify the School promptly of any change in financial circumstances.
- Continued support is conditional upon the pupil maintaining good attendance, progress, conduct and the family maintaining their fee payment obligations.
- Financial Assistance may be withdrawn or reduced, if, in the opinion of the Headmaster, these conditions are not met.
- All Financial Assistance awards are subject to annual review and are granted on the understanding that the family will continue to act in partnership with the School.

Conditions applicable to all awards:

Obligations of the Pupil

A pupil who receives Financial Assistance is expected to work hard, maintain good conduct, and contribute positively to the life of the School. Recipients should uphold the values of Lingfield College, demonstrate respect and responsibility, and set a positive example to others through their attitude and commitment.

Obligations of the Parents

Parents or guardians are expected to support their child in fulfilling these obligations and to uphold the aims and reputation of the School. They must maintain regular communication with the School regarding any issues that could affect their child's attendance, performance, or behaviour.



5.0 ANNUAL REVIEW

All Financial Assistance awards are reviewed annually. Families are required to submit updated financial information each spring, including P60s, tax returns, and any other relevant documentation. Revised family circumstances may result in an increase, reduction, or withdrawal of support.

6.0 CONFIDENTIALITY

- All Financial Assistance arrangements are strictly confidential between the School and the family. The value and existence of any award must not be shared outside the immediate household.
- While Scholars may be acknowledged or celebrated within the School community, Means-Tested Financial Assistance recipients are not identified publicly in any School Communications or materials without prior consent.
- Any breach of confidentiality may result in the withdrawal of support, in line with School's policies.

7.0 ADMINISTRATION AND REVIEW

Means-Tested Financial Assistance (MTFA) is administered by Lingfield College through the Director of Finance & Resources, in consultation with the Headmaster. It operates independently of the Lingfield Foundation, which provides 100% transformational bursaries under its own charitable governance and criteria.

The Policy and associated procedures are reviewed periodically to ensure compliance with legislation, good practice, and the School's financial and admissions frameworks. The School reserves the right to amend this Policy at any time.

8.0 RELATED POLICIES

- Scholarships & Awards – Terms & Conditions
- The Lingfield Foundation – Terms & Conditions
- School Terms & Conditions
- Student Code of Conduct

Policy created October 2025

Next review due October 2026