



# Cedarwood School

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www.cedarwoodschool.co.za

## Bursary Policy

This policy must be read in conjunction with the POPIA Manual.

### Purpose of this Policy:

This policy serves to outline the approach adopted for the **Applications of Bursaries at Cedarwood School**. It includes the principles and roles and responsibilities for the execution, monitoring as well as review and reporting requirements.

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### Glossary of abbreviations and definitions

The table below lists the terms and/or acronyms used within this document.

| Term                                 | Description   |
|--------------------------------------|---|
| Cedarwood School                     | An inclusive remedial school catering for learners from Grades 1 -12  |
| Cedarwood School Board of Governors  | An elected group of parents and professionals who are concerned with the well- being of the school and work with the Principals and the School Business Manager to effectively and responsibly govern the School. |
| Principals                           | The College Principal and the Prep School Principal who have been appointed to head their respective schools  |
| School Business Manager              | The person appointed to manage the Financial and HR departments of the school   |
| Board of Governors Bursary Committee | Two members of the Board of Governors who evaluate the applications and allocate the bursary awards.  |

## **1. INTRODUCTION**

The Cedarwood School Board of Governors provides a limited number of partial bursaries for learners in both the Prep school and the College on a year-to-year application basis.

Please see the attached application forms

## **2. PURPOSE**

The purpose of this policy is to provide a framework for the annual bursary application process and decisions made about these applications, in order to promote consistency.

## **3. SCOPE OF THIS POLICY**

This policy applies to all parents who may apply for a bursary for their child or children attending Cedarwood School.

## **4. POLICY STATEMENT**

Bursaries will be allocated annually, on the basis that the School Board of Governors deems it has the funds to do so and not exceeding the annual budgeted amount. Donations into the bursary funds from benefactors are appreciated.

### **4.1. The Application process:**

An application form per learner is required to be completed by the parent/parents/guardian on an annual basis. Parents and non-teaching staff of Cedarwood whose children require placement in Cedarwood School may apply.

Applications will only be considered upon receipt of fully completed, signed application forms, which include all supporting documentation, as listed in the application form. All rules, as stated on the form, must be complied with.

Applications for learners enrolled at the school must be submitted by the end of October each year, for funding for the following year.

Bursaries are only considered in respect of school fees.

A bursary granted is valid only until the end of the academic year for which it is awarded. Applicants are requested to inform the Board of Governor's Bursary Committee if their financial situation improves and they are able to contribute more to the school fees.

The Board of Governor's Bursary Committee may request an interview with the applicants to discuss the bursary or to follow up on their financial situation

### **4.2. The Outcome of the Application:**

No discussion will be entered into as regards the outcome of the application or the amount awarded. The Board of Governors Bursary committee's decision is final.

## 5. RESPONSIBILITIES

Cedarwood School Board of Governors Bursary Committee members tasked with Bursary applications and awards

Works in conjunction with the School Principals and the Business Manager, who receives the completed applications from the parents/ guardians. rds the bursaries timeously, so that the recipients are informed before the end of the final term of school. Communicates outcomes and adjustments with the School Business Manager.

### 5.1. The School Business Manager

Works in conjunction with the Board of Governors Bursary Committee members, Ensures the Bursary awards notifications are delivered to the parents/ guardians

## 6. COMPLIANCE AND REPORTING

The Bursary Committee members in charge of bursaries will report back to the School Board of Governors at meetings, regarding progress in the process. All exceptions will be communicated to relevant members as and when they arise.

## 7. RELATED INFORMATION

Document - Application form for a Bursary to Cedarwood School

## 8. POLICY ADMINISTRATION

|             |   |
|-------------|---|
| <b>Name</b> | Nerona Ramkissoo<br>Jacqueline Staniforth |
|-------------|---|

### Version information

| Policy Name    | Version          | Approval Date                  |
|----------------|------------------|--------------------------------|
| Bursary Policy | Version 1        | <Last approval date>           |
| <Policy Name>  | <Final Reviewed> | <Date submitting for approval> |

### Review

| Frequency of review          | Next review date | Last review date |
|------------------------------|------------------|------------------|
| Every 2 years or as required | <Date>           | <Date>           |

### RECORD OF CHANGES

| <u>Date</u> | <u>Page no, heading, brief description of changes</u> | <u>Entered by</u> |
|-------------|---|-------------------|
| 15/07/20    | New Policy  | JS                |
| 13/09/21    | None  | Management        |
| 31/10/22    | None  | M. Ellis          |
| 13/10/23    | None  | M. Ellis          |

