Cedarwood School

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Financial Assistance 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 Financial Assistance 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.

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Term	Description
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 Financial assistance Committee	Two members of the Board of Governors who evaluate the applications and allocate the financial assistance awards.

1. Introduction

The Cedarwood School Board of Governors provides a limited number of partial financial assistance 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 financial assistance 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 financial assistance for their child or children at 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.

Financial assistance is only considered in respect of school fees.

Financial assistance granted is valid only until the end of the academic year for which it is awarded. Applicants are requested to inform the Board of Governors

Bursary Committee if their financial situation improves and they are able to

contribute more to the school fees.

The Board of Governor's Financial assistance Committee may request an interview with the applicants
to discuss the financial assistance 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 financial assistance committee's decision is final.

5. Responsibilities
Cedarwood School Board of Governors financial assistance Committee members tasked with financial assistance applications and awards

Works in conjunction with the School Principals and the Business Manager, who receives the completed applications from the parents/ guardians.
Awards the financial assistance 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 financial assistance Committee members, Ensures the financial assistance awards notifications are delivered to the parents/ guardians

6. Compliance and Reporting
The financial assistance Committee members in charge of financial assistance 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 financial assistance to Cedarwood School

8. Policy Administration

Name	Nerona Ramkissoon Jacqueline Staniforth

9. Version information

Policy Name	Version	Approval Date
Bursary Policy	Version 2	<Last approval date>

10. Review

Frequency of review	Next review date	Last review date
Every 2 years or as required	October 2024	09/11/2023

RECORD OF CHANGES

Date	Page no, heading, brief description of changes	Entered by
15/07/20	New Policy	JS
13/09/21	None	Management
31/10/22	None	M. Ellis
09/11/23	Wording from bursary to financial assistance	M. Ellis
09/09/24	None	Management
08/10/25	None	Management

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