



MICHAELIS PRIVATE SCHOOL

"Moving Forward Courageously" with a proud German Heritage

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Financial Assistance Policy

About the Financial Assistant Fund

While our School is an independent body and an NPO, and thus dependent on the income from fees and donations in order to be financially viable, and to provide the best education possible, it is our policy to use a proportion of these fees and donations (some of which are given expressly for this purpose) to provide a Financial Assistance Fund to which families may apply if they are in financial difficulty and unable to pay their fees in full.

Each application for Financial Assistance will be considered on an equal basis, and will be means tested. For this reason, we are required to ask for confidential information about the finances of all those making an application to the Fund. Please be assured that we will treat this information as highly confidential, and will use and store it securely.

How the Financial Assistance Fund is Managed and Distributed

The size of the Financial Assistance Fund available each year will depend upon the financial health of the School, on the number of children enrolled for whom fees are paid, and on the size and number of donations received. The School will grant financial assistance to those most in need first, and will consider all applications fairly before making any awards, but when the Fund has been allocated in full*, no more awards will be available during that school year, except at the discretion of the Financial Committee, if additional donations are received during the school year expressly for this purpose. For this reason, financial assistance is applied for, considered and awarded on a yearly basis, and the award of a financial assistance in one year will not automatically guarantee a financial assistance award in the following or subsequent years, even if the applicant's circumstances have not changed. However, the School will try to assist all those genuinely in need of such support, and may decide to award smaller financial assistance than the amount requested in some cases, in order to help as many families as possible where there is genuine need.

Please note that a portion of the total Financial Assistance Fund may be reserved for future Exceptional Financial Assistance applications (see below).

How to Apply

The Financial Assistance Committee will circulate this Financial Assistance Policy, along with the School's Financial Assistance Application Form, during the end term of each school year. Anyone wishing to apply for Financial assistance for the following academic year must do so by completing and returning this form with the accompanying evidence requested before the deadline stated on the form and/or accompanying letter. Financial assistance will only be awarded to those genuinely unable to afford the fees in full, and the evidence supporting your application should clearly show this.

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Please note that the application must show all relevant information for all legal guardians of the child/children concerned. If a child's parents/care-givers live separately, the relevant information must be supplied for all parties, and the income and expenditure of all parties will be taken into consideration unless satisfactory evidence of mitigating circumstances is provided to demonstrate why this should not be the case.

If you have any questions or are unsure of any steps in the application process, please discuss these with the Finance Manager.

Both parents (2 people) must work at both annual Michaelis Private School events, Octoberdance and Michaelis Challenge. These Events are therefore not voluntary and no incentives are applicable.

How Your Application will be Considered

The Financial Assistance Committee will meet to review all Financial assistance applications together during the last term. You will usually receive your fees invoice before the financial assistance decisions have been reached. Please do not worry this is not an indication that your application has not been successful. The Finance Manager will be fully aware of all Financial Assistance Fund applicants, and will not chase for payment from these applicants until he/she has been notified of the decision of the Financial Assistance Committee.

The Financial Assistance Committee will usually consist of the Chairman, Vice-Chairman and Treasurer. Once the Committee has received your application, they will review all the evidence received and may ask to meet you in person to clarify some aspects, request more information, or discuss alternative payment plans. Please make every effort to be available for this meeting should one be requested, as any delay may make it impossible for the Committee to fully assess your application, and may hold up the final decisions for other families also.

Notification of the Decision Financial Assistance Committee

If your application is successful, you will receive a letter notifying you of this, and a revised invoice in due course. If this revised invoice requires you to make some payments towards your fees, you will be bound by the same requirement as other families to make these promptly and in full on or before the date they fall due.

If you have not been successful in your Financial Assistance application, you will be informed of this in writing, with reasons, as soon as possible. Where the Committee is not able to offer Financial Assistance, it may be willing and able to arrange alternative payment dates or other ways to ease the difficulty in making payments.

Reviewing Financial Assistance Awards during the Year

The Financial Assistance Committee reserves the right to review all applications on a termly basis, at which point you will receive a written request to provide a new statement of income and expenditure, and to disclose any changes in your financial circumstances that may affect your ability to pay fees. As with your initial application, evidence will be requested to support this review and your bursary may be withdrawn if you do not provide this information by the date requested.

Irrespective of whether or not your application is formally reviewed by the Financial Assistance Committee at any stage, if you are awarded Financial Assistance and your financial situation improves during the school year to the point at which you can reasonably afford to increase your contribution to the fees, you are obliged to declare this to the Financial Assistance Committee (via the Treasurer). The

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Committee will then consider whether to reassess your situation for the remainder of the year, at which point your Financial Assistance may be amended or withdrawn.

Financial Assistance Awards in Exceptional Circumstances the School is aware that a family's circumstances may change dramatically during the school year. While funds may be limited once the initial Financial Assistance has been allocated, the Financial Assistance Committee will accept and consider applications during the academic year for families in exceptional circumstances (i.e. an unexpected life change such as redundancy, divorce, the death of a partner, etc.) and for new families joining the School only. Applications made during the year in either of these situations must be completed using the standard Financial Assistance Application Form and presented to the Finance Manager. As and when Exceptional Financial Assistance Applications are received, the Financial Assistance Committee will meet at its earliest convenience to assess these and will inform applicants of the decision as soon as possible. Exceptional Financial Assistance applicants have the same recourse to request an Appeal as those applying under the standard procedure and the decision of the Appeal panel will be final. Please remember that all Financial Assistance awards are funded by the goodwill of donors wishing to support the School, fellow families, and our policy of accessibility. While we wish to support all those in need, we are only able to do so within the means available to us. If you are able to pay a little more than your invoiced fees to help boost our Financial Assistance Fund, this will be very much appreciated and will help to open our School up to more families.

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