

## English 31 Bursary Policy for registered students or willing to register.

English 31 is concerned that children who show an aptitude for and motivation towards bilingual education should not be prevented from doing so for financial reasons.

For this reason, the Association has decided to award up to 3 means-tested bursaries per year to students enrolled or newly admitted to an English 31 programme.

This document sets out the procedure and assessment criteria for parents wishing to apply for a bursary. English 31 conducts an admissions policy without regard to financial circumstances, so there is no interdependence between the academic admissions procedure/criteria and the bursary award process.

### 1. Bursary Committee English 31

Bursaries are awarded at the discretion of the English 31 Bursary Committee (the 'Bursary Committee'), which is responsible for the management of the Bursary Fund.

This Committee consists of:

- (a) the Chair of the Bursary Committee,
- (b) the Director of English 31,
- (c) the President of English 31,
- (d) the Treasurer of English 31, and
- (e) one other member of the English 31 Committee.

In the event of any of the above members knowing an applicant family personally, they will be replaced immediately by a member of the English 31 Association Committee.

All decisions of the Bursary Committee are final for the current year.

### 2. Eligibility and evaluation criteria

#### 2.1 Applicants

Two categories of families ("Applicants") may apply for a bursary:

- a) New students admitted to one of the English 31 programmes, whose parents/guardians are unable to pay the annual financial contribution. For applicants to International Section, the child must have met the admission criteria and been offered a place before being eligible for a bursary.

- b) Existing pupils whose families are members of English 31 and report a sustained change in their financial circumstances which could result in the child's withdrawal from the English 31 programme in which they are enrolled.

## 2.2 Award

The award of a bursary will be decided based on the Applicant's financial circumstances. The amount will cover the family membership as well as the tuition fees.

In addition to existing income (in France and abroad), the applicant's overall financial situation will be considered, including:

- a) The chances of improving the family's financial situation or resource potential.
- b) The potential release of funds. Any investments and savings that can be used to pay the annual financial contribution.
- c) In case of separation, the contribution of the absent parent.
- d) Any contributions to household costs from other family members, unrelated adults or other third parties.

Applicants are encouraged to highlight in their application any unusual or very recent changes in personal circumstances, particularly those directly affecting the pupil's welfare, not otherwise apparent from other documentation submitted.

**The allocation is granted for one school year and will be reviewed the following year if the family reapplies.**

If there are more eligible/deserving applicants than places available, the academic results, as assessed in the British Section admissions process, will also be considered by the Bursary Committee.

There is no appeal after the award decision, but unsuccessful applicants may re-apply in subsequent years.

The Bursary Committee reserves the right not to award a bursary in a given year if no applicant meets the required criteria.

## 3. Application file and procedure

### 3.1 Application

The applicant is required to provide all evidence to justify the need for financial support. As a minimum, the following is expected:

- a) A copy of Form 11423 \* 06: Application for Family Allowances (CAF):  
<https://wwwd.caf.fr/wps/portal/caffr/aidesetservices/lesservicesenligne/faireunedemandedeprestation#/enfants/dpf>. Applicants should certify that the information provided is accurate.

Withholding important information or making false statements could result in the withdrawal of the bursary.

- b) A letter stating the reasons for the request and describing the particular situation.
- c) The most recent income tax return (notice of income tax/non-taxation) in France and/or abroad in case of recent arrival.
- d) The last 3 payslips (if applicable).
- e) The last 3 rent receipts.
- f) The most recent certificate from the Caisse d'Allocations Familiales (if applicable);
- g) One or more bank statements, showing monthly salary, social benefits, mortgage or other loan repayments, monthly rent, heating, water and electricity expenses, transport cards and insurance premiums.

These supporting documents must be provided for all adult family members, depending on their family situation:

- (a) For married/partnered couples, their financial situation will be assessed based on their joint tax assessment.
- b) For couples who are not married or in a civil partnership, their overall financial situation will be assessed based on the tax notices of each of them.
- c) For single parents with sole parental authority, their financial situation will be assessed based on their tax notice alone.
- d) For divorced/separated parents, if parental authority is shared between the two parents, the financial situation will be assessed based on the tax notice of each parent. If parental authority is shared between a parent and his/her cohabitant, the financial situation will be assessed based on their respective tax notices. Exceptions may be made by the Bursary Committee, at its sole discretion, if satisfactory evidence is provided that one of the parents or spouse/partner is not contributing to the financial support of the child.

### 3.2 Procedure

Step One: The completed application form, together with all required supporting documents, must be submitted to the Bursary Committee [bursaries@english31.org](mailto:bursaries@english31.org) by **31<sup>st</sup> of May** of the year in which the student wishes to be admitted. Incomplete applications will not be considered.

Step Two: The Bursary Committee evaluates all applications.

Step Three: The Chair of the Bursary Committee submits a written recommendation to the other members of the Bursary Committee and presents each application anonymously. This process ensures a greater fairness. After review, the Committee decides unanimously.

Step Four: Applicants are informed of the outcome of their application **during the month of June**.

#### 4. Obligation to notify any changes in circumstances

Bursary recipients are required to inform English 31 of any changes in financial or other circumstances that may affect the need for financial support. In the event of such changes, notification should be made as soon as possible. The Bursary Committee may, at its sole discretion, cancel an award in the event of failure to comply with this notification requirement.

#### 5. Confidentiality

All applications for bursaries will be treated and documents provided will be studied and consulted in total confidentiality by the members of the Bursary Committee.