



SHIPLAKE COLLEGE

HENLEY-ON-THAMES

BURSARIES AND SCHOLARSHIPS CONDITIONS OF AWARD POLICY

*We are pleased to have offered you a bursary **and/or** your child a scholarship (the **Award**). The start date, duration and level of any financial assistance on the School Fees is set out in the **Offer Letter**.*

*These are the terms and conditions on which the Award will be made (the **Conditions of Award**).*

*By signing the **Acceptance Form** you are agreeing to return these Conditions of Award.*

1. **Standard Conditions of Award.** The Award is granted at the sole discretion of the School and is conditional on:
 - 1.1 you providing us with such information and documentation as we may require from time to time in connection with the Award (including your or your child's eligibility for the Award);
 - 1.2 you promptly notifying us about any changes to your or your child's circumstances which might affect your or your child's continued eligibility for the Award (for example, any changes to your financial circumstances);
 - 1.3 you paying the amount of Fees due after taking account of the Award, in accordance with our Parent Contract;
 - 1.4 your compliance with the Parent Contract and the Parent Code of Conduct; and
 - 1.5 your child's attendance, progress and behaviour (including compliance with the School Rules) in line with expected school standards; and
 - 1.6 your child's compliance with any Special Conditions of Award set out in the Offer Letter (if applicable).
2. **Review.** The Award is granted on an annual basis. The School will review the Award each academic year (the **Review**) and will write to you before the end of the Spring Term to confirm whether, in each case in respect of the forthcoming academic year, the Award will: (a) continue on the same basis; (b) be amended (i.e. reduced or increased); or (c) be withdrawn. In carrying out the Review, the School will have regard to all relevant circumstances, including (but not limited to): the School's ability to continue providing the Award; your and your child's continued eligibility for the Award; and your and your child's compliance with these Conditions of Award. You must promptly provide us with such information and documentation as we may require in connection with the Review.
3. **Termination.** The Award will terminate automatically on the termination of the Parent Contract (for whatever reason). In addition, the School may amend or withdraw the Award:
 - 3.1 if you or your child fail to comply with the Standard Conditions of Award, in accordance with Clause 3 of these Conditions of Award;
 - 3.2 following the Review, in accordance with Clause 3 of these Conditions of Award;

- 3.3 with immediate effect on written notice to you, if you or your child do not comply with your obligations under these Conditions of Award; or
 - 3.4 otherwise in accordance with Clause 4.6 of the Parent Contract.
- 4. **Repayment.** If you withhold or misrepresent information as part of your application for the Award or otherwise (including as part of any Review) then, in addition to the School's entitlement to withdraw the Award in accordance with Clause 4.6 of the Parent Contract, the School may request repayment of any financial assistance granted as part of the Award upon demand.
 - 5. **Confidentiality.** The Award, the amount of financial assistance granted as part of the Award and these Conditions of Award are confidential as between you and the School. You must not disclose any information about the Award, the amount of financial assistance or these Conditions of Award to any third parties.
 - 6. **Application of Terms.** Subject only to these Conditions of Award, the terms and conditions of the Parent Contract remain valid and in full force as between you and the School.