

## FINANCIAL AID (BURSARY) POLICY

### 1 INTRODUCTION

École Jeannine Manuel (“the School”) is committed to achieving socio-economic diversity among its student body through the award of bursaries.

A bursary is means-tested financial support for school fees. The School’s bursary programme is designed to make it possible for those able students who meet our entry criteria to take up a place at the School, irrespective of parental income. Funds for the bursary programme are limited and are determined yearly by the Board of Governors. The School’s long-term strategic goal is to provide financial aid to 20% of its student body.

This policy also applies to Early Years Foundation Stage (EYFS) pupils.

### 2 BURSARY APPLICATION PROCEDURE

Bursaries are awarded on a sliding scale up to the value of 100% of school fees. Each application is considered on its own merits, and the level of bursary, subject to programme funding, is determined by the family’s gross income, direct outgoings, property value, and other assets.

Bursaries are awarded to applicants who have satisfied the school’s entrance requirements and who have shown that they would make the most of the opportunities the School offers. All awards are subject to annual review and may be adjusted to reflect changes in parental circumstances. Any prospective pupil is eligible to apply for support. Parents with a son or daughter already at the School, whose financial circumstances suddenly change, may also apply for a bursary.

Bursary funds are limited, and parents are asked to promptly send their bursary applications (available online) to [bursaries@jmanuel.uk.net](mailto:bursaries@jmanuel.uk.net) upon completing their online application if they wish to apply for bursary funding. Late indications of financial need are unlikely to be successful. Applications for bursaries must be submitted every year at the time of re-enrolment.

All financial data processed by the School to assess financial need will be GDPR-compliant and processed in accordance with the School’s Data Protection and Privacy policies. For more information regarding how data is processed, stored, and retained, please see the Privacy Notices on our website or contact [dpo@jmanuel.uk.net](mailto:dpo@jmanuel.uk.net)

### 3 THIRD-PARTY BURSARIES

If applicants are eligible to apply for a third-party bursary, they should provide the School with details of their application and the outcome as soon as possible. A decision regarding the School's bursary offer will only be reached once the third party has confirmed a decision.

#### 3.1 French Government Financial Aid

Financial aid from the French Government is available for French applicants. Applicants may be eligible for financial aid from the *Agence pour l'enseignement français à l'étranger* (AEFE) if the child concerned has French nationality and is registered with the French Consulate.

Families who are awarded a bursary from the French Government (including partial bursaries) will automatically be granted a bursary from the School equal to the difference between the school fees for the year and the AEFE ceiling.