



# SCHOLARSHIP/BURSARY PROCEDURES

## CMMS-F-PRO 0-05

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## **1 Procedures**

### **Scholarship**

1. The School Board determines the number of scholarships the School will offer in a scholastic year.
2. The School Board directs the Principal to begin the process of advertising the availability of scholarships.
3. The Principal deals with all applications for scholarships until the point of providing the completed documentation to the Scholarship Panel. All applications must be anonymised by the Principal.
4. The Scholarship Panel is formed from members of the Board who are not parents of children enrolled at the school and leaders of education who are co-opted for the purpose of serving on the Scholarship/Bursary Panel.
5. The Scholarship Panel will determine if a scholarship is to be provided, as determined against the criteria of demonstrated academic ability and achievement in the Casa Mia Effective Learning Behaviours Assessment and make recommendations to the Board.
  - Funds are available from external sources to support the scholarship
  - The funds to be used in accordance with the intention of the source of the funding
  - The needs of the school having regards to class sizes and age balance;
  - The current level of enrolments and applications.
6. The School Board endorses the recommendation.
7. All scholarships must be documented by way of a letter signed by the Chair or Treasurer. The letter must clearly state the date the scholarship commences and terminates.
8. A copy of the letter and the scholarship application form is forwarded to the School Office for the enrolment process to be completed and invoicing and establishment of a fee agreement.

### **Bursary**

1. Families who wish to apply for a bursary are to approach the Principal in the first instance.
2. The Principal will meet with the family to provide and explain the bursary application form.
3. The Principal will provide the completed documentation to the Scholarship/Bursary panel.
4. The documentation must be completely anonymised by the Principal.
5. The Bursary Panel is formed from members of the Board who are not parents of children enrolled at Casa Mia and leaders of education who are co-opted for the purpose of serving on the Scholarship/Bursary Panel.
6. The Scholarship/Bursary Selection Panel will determine whether a bursary is to be provided; and the amount of the percentage based on the following criteria and make recommendations to the Board.
  - Funds are available from external sources to support the scholarship
  - The funds to be used in accordance with the intention of the source of the funding
  - Affective learning profile of the child;
  - The length and nature of the family's involvement with the Montessori Method of Education, including the degree to which the family participates in and supports the community.
  - The needs of the school having regards to class sizes and age balance;
  - The current level of enrolments and applications.
7. The School Board endorses the recommendation.

8. All bursaries must be documented by way of a letter signed by the Chair or Treasurer. The letter must clearly state the date the bursary commences and terminates.
9. A copy of the letter and the bursary application form is forwarded to the School Office for invoicing and establishment of a fee agreement.

### **3 Related documents, forms and information sources**

- 3.1 Scholarship Application Form
- 3.2 Bursary Application Form
- 3.3 Trialling at Casa Mia School – Information for Parents