

Scholarship Assistance Policy

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Policy Owner: Rudolf Steiner School Trust (Wellington), known as the Proprietors Trust

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The Scholarship Assistance Fund

The Scholarship Assistance Fund is a fund set up by the Proprietors Trust to assist families in financial hardship who may not be able to afford the full compulsory charges (Kindergarten Fees and/or Attendance Dues) necessary for their children to attend Raphael House.

The Scholarship Assistance Fund will be maintained by the Proprietors Trust in a separate bank account to other cash balances.

Scholarship Assistance Applications will be considered by the Scholarship Assistance Fund Committee. The Scholarship Assistance Fund Committee will only consider applications made through the Scholarship Assistance Form.

Scholarship Donations from parents will be transferred into the Scholarship Assistance Fund as soon as possible after receipt. Unless otherwise stated by the donor, donations will only be considered Scholarship Assistance donations once the Proprietors Donation has been paid in full.

The Scholarship Assistance Fund Committee will make Scholarship Assistance awards to successful applicants. Where money is available in the Scholarship Assistance Fund these awards will correspond to cash grants that will be made to Proprietors Trust and/or the Board of Trustees. Whether the grants are made to the Proprietors Trust and/or the Board of Trustees is under the sole discretion of the Scholarship Assistance Fund Committee and will in principle reflect the respective shortfalls of the requested parental contributions each year.

Scholarship Fund Assistance Committee

The Scholarship Fund Assistance Committee will comprise of no less than two members with advice from the Trust Executive. Members will be selected by the Proprietors Trust.

When making a decision on individual applications any Committee member that is well known to the applicant must state their potential conflict of interest.

All information received by the Committee will be treated with strict confidence.

Scholarship Assistance Applications

Scholarship Assistance is open to all families with children enrolled in the Kindergarten or Classes 1-12 and is available up to 75% of the total amount of the Attendance Dues.

All applications must be received by 31 January, for consideration for the following school year by the Scholarship Assistance Fund Committee, with a decision made by the end of February.

In the case of a change of circumstances, late applications may be considered at the discretion of the Scholarship Assistance Fund Committee.

Scholarship Assistance Fund Committee decision making process

Decisions on each Scholarship Assistance application requires the support of the majority of the Committee.

Eligibility for Scholarship Assistance will be based upon genuine, demonstrated need. The Scholarship Assistance Fund Committee will take the following factors into account:

- Family assets and liabilities;
- Combined family income;
- Number of family members to support;
- Non-financial contributions made to the school;
- Medical reasons and other unforeseen circumstances; and
- Other factors that may be relevant to an individual application.

Where Scholarship Assistance applicants have also pledged donations to either the School or Proprietors Trust the Committee will take into account the level of pledged donations when determining the application. For example, if a family wished to donate the full School Donation ask but also apply for Scholarship Assistance the Committee will decline the application.

Any school balances on attendance dues owed by the applicant from a prior school year must be paid up in order for a new application to be considered.

Parents receiving Scholarship Assistance are expected to be actively involved in non-financial aspects of the School.

Once Scholarship Assistance is awarded, it is only continued as long as the family receiving assistance keeps up with its monthly Attendance Dues payments and volunteer commitments.

If a family's financial situation changes within the year, making the Scholarship Assistance unnecessary, it is expected that this will be communicated to the school, freeing up the remaining funds for other families in financial hardship.

Scholarship Assistance is not automatically renewable for a new school year. Families must reapply for Scholarship Assistance each school year.

The Scholarship Assistance Fund Committee will approve or decline all applications by 1 March when received before 30 January for the same years school fees, or within one month if made at any other time during the school year. Each decision by the Scholarship Assistance Fund Committee will be communicated to the respective family by letter. The letter will outline whether the application has been approved or declined.

The letter for approved applications will confirm the monthly payment plan for remaining Attendance Dues during the School year.

The letter for declined applications will outline the reasons why the application has been declined.