



SCHOLARSHIP & BURSARY POLICY

- **PURPOSE OF SCHOLARSHIPS AND BURSARIES**

In order to encourage applications from exceptional pupils to Durban Girls' College (DGC), scholarships are offered. These are awarded on merit and are available to girls entering the high school to cover tuition and /or boarding fees, generally for the remainder of a girl's time at DGC. The majority of scholarships / bursaries are currently awarded at Grade 8 level.

The purpose of awarding a scholarship is to attract pupils of exceptional ability and character based on actual performance against the criteria set by the Scholarships and Bursary Committee and the Board of DGC. The strategic objectives and values of DGC, with an emphasis on leadership, academics, sport, and musical/cultural ability, provide the framework within which excellence can be defined.

The purpose of awarding a bursary is to facilitate attendance at DGC by pupils who have demonstrable academic, sporting, musical or cultural potential, or, in respect of boarding bursaries, all round ability or character that is aligned with the strategic objectives of DGC, but not the means of attending our school. Bursaries are awarded after a financial need has been confirmed through the completion of a means check. Bursaries are used with a particular focus on facilitating diversity in the school.

- **OBJECTIVE OF THE POLICY**

The objective of the Policy is to guide DGC when awarding scholarships and bursaries by providing a consistent and transparent framework for the decision-making process, in line with the strategic objectives of DGC.

It is accepted that confidentiality, discretion, experience and flexibility are required in the selection of recipients for scholarships and bursaries in order to meet strategic objectives, which may depend on the calibre, category and number of applications.

The scope of the Policy does not cover awards for Staff Assistance or Financial Assistance. Financial Assistance is for girls already in the school and is applied for by a girl's parent / guardian as a financial need arises, and yearly thereafter if the financial need persists. The response to a request for Financial Assistance is adjudicated on by the Executive Finance and Executive Head of the school after discussion with the Chair of the Finance Committee.

- **TYPES OF SCHOLARSHIPS AND BURSARIES**

1. **Sponsored Awards**

A sponsored scholarship or bursary is a where funds are specifically allocated by an individual or organisation ("sponsor") for a predetermined individual pupil, identified by the sponsor, while studying at DGC. It is not an on-going award and is only valid for the duration of the individual pupil's

attendance at DGC. Normal school fee payment terms apply and are the responsibility of the sponsor. It shall always be at the discretion of the Committee to agree to or reject such an award at inception, or to terminate the sponsorship thereafter should the Committee consider that to be in the best interests of the school.

2. **Donor Awards**

A donor scholarship or bursary is where funds are donated by an individual or organization (“donor”) into a separate fund. The fund (capital and accrued interest and dividends) is managed by, and the annual amount to be distributed annually is determined by, the DGC Finance Committee. The donor determines the specific award / the specific purpose. The recipient of the award is, however, identified by the Committee according to the terms set by the donor. This is a named award, with its own objective and purpose. The award is usually on-going and valid as long as there are funds available. It shall always be in the discretion of the Committee to agree to or reject such an award at inception, or to terminate the award and dispense with any remainder of the donation thereafter should the Committee consider that to be in the best interests of the school.

3. **School awards (Scholarships and Bursaries)**

These are funded by the School and the School Trust. The amount available in total for distribution in a given year is determined by the DGC Finance Committee / Trustees of the School Trust. The recipients of School Scholarships and Bursaries are determined by the Committee. The relative shares (of the total amount approved by the DGC Finance Committee / Trustees of the School Trust) to be awarded as Internal Closed Scholarships, Open Scholarships or School Bursaries is determined at the discretion of the Committee.

Scholarships and Bursaries are classified into a number of categories, namely, all round, academic, music, culture and sport.

SCHOOL SCHOLARSHIPS

School Scholarships are classified as:

- a. Internal closed scholarships which are offered to existing pupils of DGC only.
- b. Closed scholarships which are offered to pupils from specific schools selected by the Committee. At present DGC does not offer these awards.
- c. Open scholarships which are offered to pupils from all schools.

a. **Internal Closed Scholarships**

Internal closed scholarships are an affirmation of the talent we have within the school. It is believed that having a consistent number of awards and quantum allocated to each award is preferable for these internal scholarships. Up to seven [8 if joint grade 7 dux] internal closed scholarships each to the value of 20% of high school tuition fees are currently offered annually in the following categories and apply for the duration of the recipients’ high school years. The awards made will be subject to the financing being confirmed by the DGC Finance Committee.

- i. Academics (x2)
- ii. Sport (x2)
- iii. Music/cultural (x2)
- iv. Merit scholarship for the Dux in the Senior Primary School. In the event of a joint Dux both girls will receive the award.

i. **Academic Scholarships**

Internal candidates in Grade 7 who have demonstrated academic excellence in Grade 6 and perform according to the criteria for selection, will be invited to write the scholarship exam, which is the same exam as that sat by the external candidates. The closed scholarships are awarded to two internal pupils, taking into account their marks in Grades 6 here at DGC and their marks in both the scholarship and entrance exams. It is the current policy to weight these results, with the entrance exam being weighted more.

ii. **Sports Scholarships**

Grade 7 pupils at DGC who wish to apply for a sporting scholarship in Grade 8 are required to provide a portfolio detailing their achievements to the admissions office by no later than the closing date. They are ranked on a points system according to their national and provincial selection sporting codes as well as general participation in sporting codes offered at DGC.

iii. **Music Scholarships**

Grade 7 pupils at DGC who wish to apply for a music scholarship are required to audition, as well as to write a theory exam. In addition, a portfolio detailing their achievements is submitted to the admissions office by no later than the closing date. They are assessed by an external adjudicator and the music department.

iv. **Merit scholarship**

This scholarship is awarded to the dux student in Grade 7 at DGC and is applicable for her High school years.

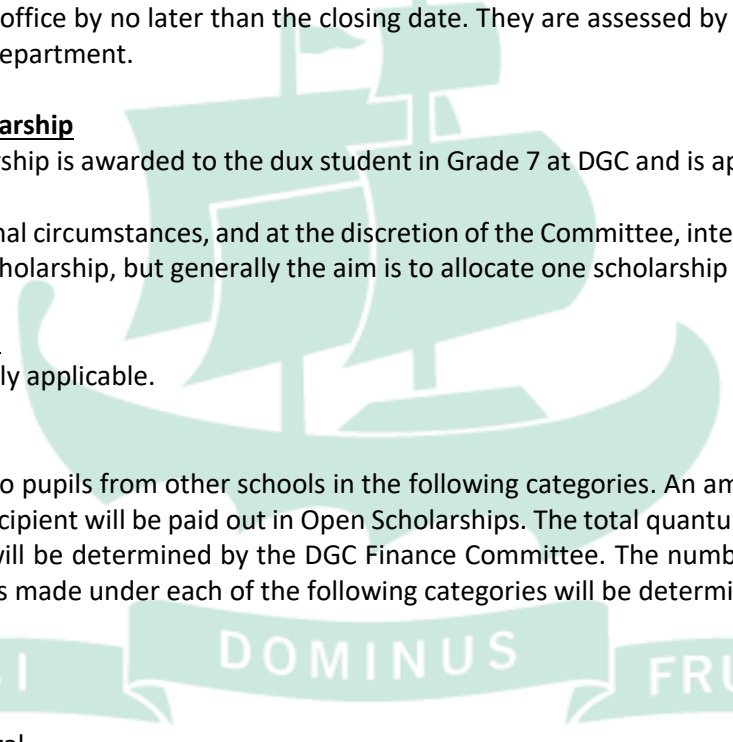
In exceptional circumstances, and at the discretion of the Committee, internal pupils can receive more than one scholarship, but generally the aim is to allocate one scholarship per pupil.

b. **Closed Scholarships**

Not currently applicable.

c. **Open Scholarships**

These are awarded to pupils from other schools in the following categories. An amount of approximately 30% of tuition fees per recipient will be paid out in Open Scholarships. The total quantum available for award under Open Scholarships will be determined by the DGC Finance Committee. The number of awards made and the proportion of awards made under each of the following categories will be determined by the Committee.

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- i. Academic
 - ii. Sport
 - iii. Music/Cultural
 - iv. All rounder

i. **Academic Scholarships**

External candidates who have attained results in the entrance tests that meet or exceed thresholds set by the academic staff of DGC from year to year will be invited to write the scholarship exam, which is the same exam as that sat by the internal closed scholarship candidates. Results from prior years at previous schools are not taken into consideration. Subject to achievement of a further threshold in the scholarship exam set by the academic staff of DGC, the best marks amongst the external candidates will decide which external pupils this award will be given to. External candidates need not achieve higher marks than internal candidates to qualify for an award.

ii. **Sports Scholarships**

External candidates who wish to apply for a sporting scholarship are required to provide a portfolio detailing their achievements to the admissions office by no later than the closing date. They are ranked

(following the same points system as for Internal Closed Scholarships) according to their national and provincial selection for, and general participation in, sporting codes offered at DGC.

iii. **Music / Cultural Scholarships**

External candidates who wish to apply for a music scholarship are required to audition, as well as to write a theory exam. In addition, a portfolio detailing their achievements must be submitted to the admissions office by no later than the closing date. They are assessed by an external adjudicator and members of the music department.

iv. **All Rounder Scholarships**

All Rounder scholarships are granted at the Committee's discretion to candidates who display an excellent all-round ability and approach to [at least two out of] academic, sport and cultural spheres. The candidates would have qualified for consideration through their attendance at more than one of the academic, sport or music scholarship assessments.

SCHOOL BURSARIES

- i Academic
- ii Sport
- iii Music/Cultural
- iv All rounder
- v Boarding

School Bursaries will be awarded in the above categories to candidates who fulfil the requirements laid out in the "Purpose of Scholarships and Bursaries" section above, but who do not have the means to attend Durban Girls' College. The School will be responsible for marketing the existence of its Bursaries in order to attract suitable applications. Given that the criteria for eligibility for bursaries are currently more oriented toward potential than proven results, these awards are more susceptible to subjectivity. It is therefore incumbent on the Committee to apply extra diligence in ensuring these awards are not abused. Application will be made by the pupil's parents. A submission of financial information is required and a means test is conducted by the Bursar's office to establish the validity of the application. The percentage will vary according to the needs of the individual and the requirements of the school at that time. An amount of up to **70%** of boarding costs per award for a boarding bursary and up to **70%** of tuition fees per award for other bursaries may be granted.

• **COMMITTEE:**

The Committee is the management authority determined by the board of Governors and set up in terms of the Constitution of DGC that selects and distributes awards on behalf of DGC. Members have to be neutral and in the event of a conflict of interests a committee member would be required to recuse themselves.

• **COMPOSITION & VOTING:**

The Committee shall comprise a minimum of 1 (ONE) Governor; Executive Head; Head of the High School; Head of the Senior Primary; Director of Sport; High School Head of Music, Deputy: Academics (High School) and Head of Department Academics (Primary School); and any other person deemed necessary from time to time. The Governor shall act as Chairman of the Committee.

A quorum shall be 2 (TWO) members, with the Chairman of the Committee having a casting, as well as, a deliberative vote.

• **FUNCTIONS & POWERS:**

The functions and powers of the Scholarship and Bursaries Committee are:

- To manage the policy and procedure for scholarships and bursaries
- To effectively and efficiently attend to the awarding of scholarships and bursaries on a yearly basis;

- To establish and recommend to the Board of Governors the parameters for new types of scholarships and bursaries, and review the legitimacy and relevance for continuation of existing types of scholarships and bursaries;
- To require the Executive of the School to regularly review and report on the performance of existing recipients and to recommend the withdrawal of any award if necessary; and following such report by the Executive of the School, to determine whether any existing award should be withdrawn;
- To report to the Board as and when required.

• **MEETINGS & MINUTES:**

The Committee shall meet whenever it considers it necessary to do so.

No formal notice of the Committee meetings shall be required and members shall, at each meeting endeavour to set the date and time for the following meeting on the basis that any member of the Committee not present at that meeting shall be advised timeously within 48 hours of the proposed date and time of the next meeting. Minutes shall be kept of the meetings and shall be circulated to all members of the Board of Governors, if requested. The Chair of the Committee shall report to the Board of Governors.

• **TERM OF OFFICE:**

The Governor (as referred to above) shall be appointed by the Board on an annual basis at the first meeting of the Board after the Annual General Meeting each year.

• **VALUE OF SCHOLARSHIPS AND AWARDS:**

All awards are linked to fees or boarding costs as appropriate, and increase proportionally with any increase throughout the student's career at DGC. DGC scholarships and bursaries are awarded as a fixed percentage of tuition and/or boarding fees to successful recipients for the duration of the award, at the discretion of the Committee.

The percentages to be assigned to each award fall within the discretion of the Committee in any given year, taking into account the needs of the school at the time as well as the calibre of the applicants.

Parents wishing to retain the accolade associated with a scholarship, but not necessarily dependent on the monetary value of the award may forward this amount / value to the Bursary Fund for redistribution to girls requiring bursaries in order to attend DGC.

• **DURATION AND CONDITIONS**

Unless otherwise stated, scholarships and bursaries are awarded for the recipient's full academic career at DGC.

Whilst some awards are made notionally for the five years of high school, the awardee is monitored and reviewed (by the Executive of the School) annually to ensure that:

- *She has embraced and maximized her opportunity;*
- *She has maintained an academic/sporting/musical/cultural standard acceptable to DGC;*
- *Her conduct is of a high standard and is in accordance with the school ethos and code of conduct;*
- *The balance of the financial obligations to DGC has been paid strictly in accordance with the school's payment conditions.*

The Committee retains the unfettered discretion, after such a review by the Executive of the School, to revoke the award should circumstances **justify this**.

ELIGIBILITY:

Applicants who are not already pupils at the school are eligible for scholarships and bursaries only if they have applied to be enrolled at DGC for the year in which the scholarship or bursary is to be awarded, have written the

DGC entrance examinations and passed at the relevant level and met the specific eligibility criteria for the award. Current pupils are, subject to certain criteria, eligible to apply for internal closed scholarships and bursaries. In order to apply for a bursary, applicants must have written the DGC entrance examinations and passed at a level determined by the Committee on recommendation from the School Executive (which may be lower than that set for the scholarships, as well as met specific eligibility criteria after their parents or guardians having completed a means test.

APPLICATION & SELECTION DATES AND DEADLINES:

These are determined by the Committee in consultation with the Admissions Secretary and the Marketing Manager.

PUBLICATION OF RESULTS:

DGC is bound by the rules laid down by ISASA as to when the results of the Scholarships are made public. This date is advised each year by ISASA. Subject to ISASA rules, the Committee will have the discretion to publish the results of the Scholarship Awards.

ACCEPTANCE TERMS AND CONDITIONS:

Parents, guardians and recipients are required to sign the acceptance Terms and Conditions once they are offered the scholarship or bursary. All terms and conditions are considered strictly confidential provided that the scholarship and the recipient's name may be published in various media for the purpose of marketing the school. Bursary awardees are not publicised.

A student who declines an initial offer of admission or who leaves the School, and in so doing declines the accompanying award, will not necessarily retain her award if she reapplies at a later date.

PAYMENT:

Awards are recorded as a deduction against School tuition and boarding fees on the School accounting system. Normal school fees payment terms apply and the award is applied pro-rata according to which payment terms option (e.g. annually, monthly, or termly) is relevant.

NAMING OF AWARDS:

If agreed to by the Committee at the inception of a sponsored award or a donor award, such awards may be named by their sponsor / donor, but only for so long as there remains a specific or quantifiable monetary value attributable to such award. Awards shall be named after donors or sponsors only where there is a strategic or marketing benefit to doing so.

