



## ASSISTANCE WITH FEES

Short term bursaries worth between 10% and 90% of fees may be available for current pupils of any of the Thomas's schools. The amount depends on your income, assets and family circumstances.

This type of financial help is meant to provide temporary relief during periods of difficulty such as illness, bereavement, redundancy, divorce, unexpected financial hardship; it is usually awarded for a maximum of three terms.

### HOW DO I APPLY?

1. We strongly advise that, before applying for assistance, you speak to your school Head as soon as possible to discuss your situation. The Head can offer advice if you are having difficulty paying fees, and knows the type of case that is suitable to be considered for a bursary.
2. If you then decide to apply, write to the School Bursary Office setting out a detailed and specific explanation of the reason for your application. This should include:
  - An overview of the reason for your application
  - Your current financial situation
  - Your family situation
  - Plans and hopes for resolving the current difficulties
  - Plans and hopes for your child/ren's future education

This letter is most important in helping the School Bursary Panel in the assessment process so please include as much information as possible.

3. [Click here](#) to download the application form. Please complete and print the form and provide supporting documents regarding your income, assets and expenses.
4. Send both the letter and the application form to:

**Mrs Lucy Horstead  
School Bursary Administrator  
Holly House  
Clandon Road  
West Clandon  
Surrey  
GU4 7TL**

5. The School Bursary Panel reads your letter of application, the completed form and all the supporting documents regarding your income and expenses.
6. The next step is for two members of the School Bursary Panel to visit you at home to discuss your application. We realise that this is a difficult process during probably stressful times; the meeting is as much an opportunity for you to discuss and seek guidance on the options open to you as it is for the panel members better to understand your situation.
7. The full School Bursary Panel will then meet to consider your application and decide whether or not to recommend to the Principals the awarding of a bursary.
8. If your application is approved, a letter from Thomas's London Day Schools will detail the value and term of the award, and the terms and conditions.