

BURSARY HANDBOOK

Si Ri Panya International School offers bursaries to ensure that pupils, irrespective of their parents' income, are able to study at Si Ri Panya International School.

While the costs of running the school require that those who can pay full fees do so, every term the school does try to provide a number of bursaries to families experiencing temporary financial difficulty.

The total number of Bursaries vary termly depending on:

- The financial position of the school
- The number and quality of applicants
- Prevailing financial climate

What are Bursaries?

Bursaries can cover a percentage of the school fee following a means-testing procedure.

The granting of a bursary is discretionary, but only families with a relatively low household income are likely to receive bursary assistance. In making its decisions, the School Award Committee considers a wide range of appropriate matters including, but not limited to, parental income (from all sources), assets (including personal property) and other matters that are particular to the pupil, such as family circumstances.

How to Apply?

Parents in need of bursary support, complete this strictly confidential form in order to assess their financial circumstances and establish the level of assistance that the School believes is required. Completed applications for Bursaries are then delivered in person to the School Director.

Bursary Policy Guidelines

1. Bursary funds are limited, and the School has a duty to take all reasonable steps to ensure their correct allocation.
2. Our Bursaries are designed to provide short term assistance to families who are experiencing financial difficulties which threaten the ability of the student to continue to attend Si Ri Panya.
3. An application for a Bursary can be made at any time. For example, families who experience a sudden change in financial circumstances that would otherwise result in the withdrawal of their child mid-way through an academic year.
4. To be considered for a bursary the student (or sibling previously at the school) must have completed one or more years at Si Ri Panya.
5. Bursaries are short term financial assistance for a maximum of three terms.
 - a. Maximum Bursary negotiable up to 50% of fees for one term only
 - b. Maximum Bursary negotiable up to 30% of fees in the following term if required
 - c. Maximum Bursary negotiable up to 25% of fees in the following term if required
6. All bursaries are reassessed at the start of the new academic year by means of a newly completed form and disclosure of up-to-date financial circumstances.
7. Parents must be willing to answer some searching questions about their income and assets in order to justify their financial need. The application form is designed to provide a full picture of the income and assets of applicants so that the School's Award Committee can determine those most deserving of a bursary. It is expected that parents will exercise integrity and honesty at all times when making an application for a Bursary.
8. Applicants for bursaries must demonstrate real financial need; families who may be classified as low income, but have substantial assets may be ineligible to receive a Bursary.
9. Each application is considered by the School Award Committee who makes an award decision. The decision is then communicated to parents.

10. Once an award is approved, parents will be sent information regarding the amount of the Bursary, the duration and any additional conditions e.g. maintaining a level of achievement in a certain subjects, excellent attendance and punctuality.
11. Decisions may be appealed through the Executive Board; whose decision is final.
12. Failure to meet the agreed financial schedule would mean the immediate cancellation of a Bursary.
13. Any change in financial circumstances must be reported to the school. If the change in financial circumstances means the student no longer satisfies the criteria for an award, it will be discontinued.
14. Failure to divulge to the school any requested information, or a change in circumstances could result in immediate cancellation of a bursary.
15. Due to the limited financial resources of the School not every eligible application for a Bursary will be successful.
16. All applications are treated in the strictest confidence. Students will not be made aware that they benefit from a bursary unless informed by their parents.

Bursary Criteria

- The student (or sibling previously at the school) has completed one or more years at Si Ri Panya International School.
- The visa type of a foreign parents shows they are resident on the island and not a tourist.
- Without help the student would have to leave education.
- The student is well-mannered and follows the school behavior policy consistently.
- The family is supportive of the school and follow school policies (e.g., attendance).
- The family has always paid fees promptly.

Bursary Application Form

Please do not leave any sections blank

A. Applicants details

Name of student	<input type="text"/>	Year group	<input type="text"/>
Name of student	<input type="text"/>	Year group	<input type="text"/>
Name of student	<input type="text"/>	Year group	<input type="text"/>

B. Parent and Partner Information

Person Responsible for paying fees

Relationship to applicant	<input type="text"/>
First Name and surname	<input type="text"/>
Nationality	<input type="text"/>
Passport or Thai ID number	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Thai phone number	<input type="text"/>
Marital status	<input type="text"/>
Profession and employer	<input type="text"/>

Partner of person responsible for paying fees

Relationship to applicant	
First Name and surname	
Nationality	
Passport or Thai ID number	
Address	
Email	
Thai phone number	
Marital status	
Profession and employer	

C. Income Information (for the Year Bursary is requested)

Person responsible for paying fees

Gross annual salary/wage	
Other employment income ¹	
Dividends & Interest Income ²	
Child support Income ³	
Pension Income	
Social security benefits ⁴	
Net profit/loss from business	
Any other income ⁵	
Total income	

Partner of person responsible for paying fees

Gross annual salary/wage	
Other employment income ¹	
Dividends & Interest Income ²	
Child support Income ³	
Pension Income	
Social security benefits ⁴	
Net profit/loss from business	
Any other income ⁵	
Total income	

¹ Annual bonus, car allowance, education allowance, housing allowance etc

² Share dividends or interest from bank accounts or other investments

³ Child support allowance, alimony from parent of applicant etc

⁴ Child benefit, unemployment benefit, sickness benefit etc

⁵ Rental income from property, trust fund payments, inheritance, royalties, copyrights etc

D. Family Assets (for the Year Bursary is requested)

Main house	Person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	

Annual mortgage payments

2nd house or other property Person responsible for paying fees

Purchase price

Year of purchase

Present market value

Annual mortgage payments

Any business operation Person responsible for paying fees

Date of start business

Present market value

Annual profit/loss

Any other property Person responsible for paying fees

Purchase price

Year of purchase

Present market value

Annual loan repayments

Main house Partner of person responsible for paying fees

Purchase price

Year of purchase

Present market value

Annual mortgage payments

2nd house or other property Partner of person responsible for paying fees

Purchase price

Year of purchase

Present market value

Annual mortgage payments

Any business operation Partner of person responsible for paying fees

Date of start business

Present market value

Annual profit/loss

Any other property Partner of person responsible for paying fees

Purchase price

Year of purchase

Present market value

Annual loan replaments

E. Other Family Assets (for the year the bursary is requested)

Main car	Person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	
Annual loan payments	

2nd car or other vehicle	Person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	
Annual loan payments	

Any other type of vehicle ⁶	Person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	
Annual loan payments	

Bank accounts, investments & other assets	Person responsible for paying fees
Total balance of all accounts	
Net value of all investments ⁷	
Value of other major assets ⁸	
Annual loan payments	

Main car	Partner of person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	
Annual loan payments	

2nd car or other vehicle	Partner of person responsible for paying fees
Purchase price	
Year of purchase	
Present market value	
Annual loan payments	

Any other type of vehicle ⁶	Partner of person responsible for paying fees
Purchase price	

Year of purchase	
Present market value	
Annual loan payments	

Bank accounts, investments & other assets	Partner of person responsible for paying fees
Total balance of all accounts	
Net value of all investments ⁷	
Value of other major assets ⁸	
Annual loan payments	

Bank accounts/savings of applicants (students) including savings accounts, children's bonds etc

⁶ Car, boat caravan, mobile home etc

⁷ Stocks, shares, bonds, mutual funds, etc

⁸ Works of art, animal stock, time-share property etc. **All items must be listed on a separate sheet.**

F. Family Debts and Expenses (for the year Bursary is requested)

Please enter the annual amount, indicating clearly the unit of currency.

	Person responsible for paying fees
Annual rent	
Employment-related child care ⁹	
Normal living expenses ¹⁰	
Other debts & expenses ¹¹	

	Partner of person responsible for paying fees
Annual rent	
Employment-related child care ⁹	
Normal living expenses ¹⁰	
Other debts & expenses ¹¹	

⁹ This should not include child care that is not required to enable the parent to go out to work.

¹⁰ **Not including** – holidays, entertainment, security, gardeners, maids or *au pairs*

Including – foodstuffs, petrol, internet, utilities (gas, water, electricity, telephone). **All items must be listed on a separate sheet if they are to be considered.**

¹¹ **Not including** - items listed above e.g. mortgages and car loans etc.

Including - other loans, insurance payments, child support, alimony. **All items must be listed on a separate sheet if they are to be considered.**

G. Contributions Towards Fees

Please enter the annual amount, indicating clearly the unit of currency.

	Person responsible for paying fees
Amount able to pay towards school fees	
Possible contributions from relatives	
Possible contributions from savings	
Possible contributions from employer	
Any other possible contributions	

Partner of person responsible for paying fees

- Amount able to pay towards school fees
- Possible contributions from relatives
- Possible contributions from savings
- Possible contributions from employer
- Any other possible contributions

H. Supporting Documents

Please supply the following documents where possible¹²

Person responsible for paying fees

- Copy of passport/ID including visa stamp
- Salary slips¹³
- Tax return
- Bank statements
- Audited accounts
- Evidence of asset value
- Evidence of expenses

Partner of person responsible for paying fees

- Copy of passport/ID including visa stamp
- Salary slips¹³
- Tax return
- Bank statements
- Audited accounts
- Evidence of asset value
- Evidence of expenses

¹² Please put a tick (☑) in the box where supplied. Please put a cross (X) in the box if not supplied. If any documents are omitted, please explain why.

¹³ Please submit salary or wage slips from the previous six months.

PARENTAL STATEMENT

I declare that, to the best of my knowledge and belief, all the particulars provided on this form and in supporting documents are correct and accurate. I declare that I have included all income, assets and expenses as accurately and correctly as possible.

Signature of person responsible for paying fees

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Date

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Signature of partner

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Date

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