



Policy Title	Academic Scholarship Policy			
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Date of first Issue	Thursday, April 19, 2007			
Dates of amendments	June 2009			

Stanford Lake College

Academic Scholarship Policy

1. Preamble

- 1.1. It is important to distinguish between the terms “scholarship” and “bursary”.
- 1.2. A scholarship is awarded to academically or otherwise gifted pupils regardless of financial need whereas the primary consideration when awarding a bursary is financial need.

2. Purpose of Stanford Lake College Academic Scholarship

- 2.1. To enable academically gifted children to apply to Stanford Lake College.

3. Administering the scholarship fund

- 3.1. The awarding of an academic scholarships will be administered by a committee made up of the Chair of the Letaba Trust, the Head of the College and the Head of Academics..
- 3.2. The academic scholarship committee will meet to consider all applications for Stanford Lake College academic scholarships.
- 3.3. A quorum will consist of three (3) of the committee members being present.
- 3.4. All applications will be considered in strictest confidence and for this reason all communication about decisions of the academic scholarship committee will take place through the Head of the College. No other scholarship committee members have authority to speak to applicants or any other members of the Stanford Lake College community or the public about matters regarding Stanford Lake College academic scholarships.

4. Guidelines for Granting Stanford Lake College Scholarships

- 4.1. For an application to be considered, the scholarship applicant must:
 - 4.1.1. Complete the official Stanford Lake College scholarship application form fully;
 - 4.1.2. Each application must be considered on its own merits
 - 4.1.3. Stanford Lake College academic scholarships may not be granted to applicants who are unable to pay their fees as a result of servicing debt that has been incurred elsewhere. Simply put, if a scholarship were to be granted in such cases, the Stanford Lake College would effectively be servicing the family’s debt, and this would not be a justifiable practice.
 - 4.1.4. Stanford Lake College academic scholarships may not be granted to families who are in arrears. An academic scholarship may be granted, however, if very strict conditions are agreed upon to pay outstanding fees. All outstanding fees will have to be covered in full by the family. The academic scholarship will not in any way be used to cover outstanding debt to Stanford Lake College.
- 4.2. Academic scholarships should be granted by giving a percentage reduction in tuition fees only. No more than one term’s tuition (25% of annual) fees as a scholarship may be awarded and the allocated amount will be escalated at the rate of school fees increases over the period of schooling at the College.
- 4.3. Families of new pupils who qualify for a scholarship will be required to secure a debenture for the scholarship recipient to be able to attend Stanford Lake College.

- 4.4. All academic scholarships are granted for one year only. All academic scholarship recipients must reapply annually. Renewal of the academic scholarship will be dependent on continued academic performance and good behaviour.
- 4.5. Re-applications must be done before the end of September in the year prior to the year in which the scholarship is required.
- 4.6. Staff of Stanford Lake College who have their children schooling at Stanford Lake College do not qualify for academic scholarship support, as they already enjoy relief under the staff salaries and benefits policy.
- 4.7. The scholarship is not transferable and is open to all Grade 7 learners, including those who have already made application to the College.

5. Managing Scholarship Holders

- 5.1. As soon as an academic scholarship has been granted, the applicant will be informed in writing by the Head of the College.
- 5.2. The recipient of the academic scholarship will be required to sign a contract stating the conditions of the scholarship.
- 5.3. Once the contract has been received, the accounts department of Stanford Lake College will be informed and the academic scholarship will be applied from the date of the application of the scholarship or from the beginning of the year for which the application was made.
- 5.4. Once an academic scholarship is applied to an account all remaining monthly tuition fee payments must be paid in full and on time. If the fee account is not kept up-to-date, the scholarship recipient will be in danger of having the scholarship withdrawn.