

Financial Support Policy

v. 04/2024

The French Scholarship Foundation (FSF) is committed to providing financial assistance to allow those who otherwise would not be able to attend *Collège français bilingue de Londres* (CFBL) or *Lycée international Winston Churchill* (LIL) to do so. It is working hard to increase its capacity to award Hardship Bursaries but resources are finite. FSF Trustees have the responsibility of allocate the available funds to the greatest number of pupils and to those who need most support. Before asking for bursary support, parents are expected to have explored all alternative sources of funding.

Hardship Bursaries are reserved for children, residing with their family (at least one of the parents or legal guardians) in the greater London area, and **duly enrolled as well as attending CFBL or LIL.**

The process is confidential at all stages. It includes and duly and honestly filled-in application form, the supply of justifying documents (P60, P45, Universal Credit, notice of the “Bourses scolaires” (for French citizens only, stating % and amount from the French Governments, bank statements, ...), and an interview with at least two trustees on Zoom. Once these stages are complete, Trustees discuss and vote if the application is conforming the FSF’s mission statement and the amount to be granted. The financial department of the school concerned is informed by FSF. The only other party which may be involved in the process is the French Consulate’s social affairs department.

Applications are valid for one school year.

Hardship Bursaries cover either:

- All or part of the student’s school fees¹
- Field trips
- Any other service furthering the student’s education, such as medical assistance or assessment
- Admission fees

The provision of all financial assistance is at the sole discretion of the Trustees. They respect strict confidentiality and recipients are expected to do likewise.

To be eligible to apply for a bursary, families must:

- Be in financial hardship based on revenues and assets
- Have been offered a place at either school, and
- Be resident in the UK, and
- Have completed an application form (one per family):
- <https://fsfoundation.org.uk/how-to-apply/> and
- Sign the Consent to Share Information form.

Eligibility and procedure for applications

All Parents, seeking a Hardship Bursary, are required:

- To complete an application form acting as a Confidential Statement of Financial Circumstances. With the supporting documents this will help FSF to establish the financial circumstances of the applicant. The Form, requests details of both parents' (or the legal guardian's) income, outgoings, assets and liabilities. Form must be completed accurately, honestly and in full and must be accompanied by full supporting documentary evidence. Incomplete Forms will be returned and not considered until completed in full.
- To provide the child(ren) report card(s) to assess attendance.

The initial determination of qualification for a bursary will be dependent on the financial circumstances of the applicant(s). FSF need this information so that they may assess those families with the greatest financial needs and consult with parents about the financial commitment the family can reasonably make to cater adequately for the child's needs. To do so the trustees will meet the applicant(s) and conduct an interview so as to make sure all specific circumstances are properly taken into account.

¹ School fees include first registration fees and annual school fees but not pre-registration fees