

MIMOSA PRE-PRIMARY & FOUNDATION PHASE SCHOOL

59 Ditton Ave
Auckland Park
2092

NPC 2018/207534/08
mimosaschool59@gmail.com
www.mimosaschool.org.za
011 726 8701



MIMOSA SCHOOL BURSARY POLICY

Approved by Mimosa Board 27 May 2023

Aims, Values and Objectives

- To provide financial assistance to prospective learners whose guardians are unable to meet the cost of tuition and other fees at Mimosa School.
- To support socioeconomically disadvantaged members of the Mimosa community and to foster a diverse and inclusive school community.
- To further the broader goals of transformation and redress in the broader society in which Mimosa is situated.
- To implement a transparent, fair, humane and clearly communicated process for awarding bursaries.
- To provide the information, encouragement and material support to those members of the Mimosa community who might benefit from the bursary or short-term funding, but are otherwise prevented from applying.
- To protect the dignity, privacy, and confidentiality of applicants and recipients.
- To engender trust in the wider Mimosa community that bursary funds are appropriately distributed given the values and objectives of Mimosa School.

The Application Process

Awareness

The bursary will be advertised in the following ways:

- The school prospectus,
- Information packs for prospective parents,
- The school website,
- The school newsletter,
- Teachers will actively inform prospective applicants about the bursary and application process, as well as provide encouragement and support for their applications.
- Applications for the bursary will open to new and repeat applicants from 1 June until 31 July, or over a period deemed most suitable by the school.

Bursary value

The bursary will be worth up to 100% of school registration and monthly fees. The amount of the bursary will be determined by the following factors:

- The amount of funding available,
- The number of applicants,
- The financial need of the applicants.

Eligibility

To be eligible for the bursary, applicants must meet the following criteria:

- Be a current or prospective learner at Mimosa School
- Have a demonstrated financial need,
- Understand and endorse the principles of the Reggio Emilia Approach to education,
- All currently employed Mimosa School teachers are automatically entitled to 50% bursaries for learners under their care, and they can also apply for additional support through the bursary application process.

Procedure

The bursary application process is intended to establish a humane, respectful and mutually beneficial relationship between the applicant and the bursary committee. The application process for bursaries will be conducted annually, and will open on 1 June until 31 July (or over a period deemed more suitable by the school) for new and repeat applicants. Applicants must submit the following to the bursary committee to be considered for a bursary (all submissions will be handled with strictest confidentiality):

- A completed application form,
- Evidence of financial need,
- Optional personal statement: A supporting letter describing the context and situation of the family of the applicant that is relevant to their application.
- Applicants are encouraged to share their personal stories and to provide as much information as necessary about their family situation and their goals for attending Mimosa School.

Applicants will be provided with a response by the bursary committee by no later than 30 September.

Bursary Committee

A committee will be appointed by the Mimosa School Board to oversee the bursary program. The committee will be responsible for the following:

- Receiving and processing bursary applications,
- Verifying financial disclosures,

- Applying the means-test,
- Determining the distribution of bursary funds,
- Communicating the results of these decisions to the Mimosa School executive, AGM and the applicants, both successful and unsuccessful.
- Maintaining the privacy and confidentiality of all application materials, as well as all private information they disclose.

Selection Process

The bursary committee will review all applications and select the recipients on the basis of evidence of financial need, as well as in terms of the broader national context of social justice, redress and transformation. The bursary committee is committed to growing the diversity and heterogeneity of the Mimosa School community. The committee will also consider the personal statements submitted by applicants to better understand their situation and contexts. The committee reserves the right to request additional information from applicants, such as tax returns, family budgets or other proof of financial need.

Short-term Funding for Financial Emergencies

The Mimosa School Bursary Committee may also consider requests for short-term funding for financial emergencies. This funding, in the form of reduced fees, is available to applicants who are currently enrolled at Mimosa School and experience a financial emergency that is beyond their control (e.g. a sudden loss of income; a medical emergency; a natural disaster, etc.)

To apply for short-term funding, applicants must submit a letter describing the financial emergency to the Bursary Committee, which will review all applications and make a decision on whether to grant funding on a case-by-case basis. Short-term funding is not subject to means-testing, but is limited to a maximum of two months in duration. Applicants who require more than two months of funding will need to apply for regular bursary funding.

Bursary Obligations

Bursary recipients are expected to maintain their registration and attendance at Mimosa School. Bursaries are only awarded for a period of one year, and recipients in previous years will need to reapply for later years. A bursary may be terminated if a recipient fails to continue to meet the financial need or attendance requirements.

Bursary recipients are expected to inform Mimosa School when their circumstances, means or financial needs change during the term of a bursary granted.

Protecting the Privacy and Dignity of Applicants

- Sensitive and private information is necessarily disclosed in the bursary application so as to allow for a means test, and it is therefore vital that the confidentiality and privacy of applicants be maintained.

- All information collected for the purposes of administering the bursary will be collected, used and stored in a manner that is physically and digitally secured, and only accessible by authorized personnel.
- All application materials will be destroyed after a period of 3 years.

A Note to Prospective Applicants

We understand that applying for financial assistance can be a daunting and stressful process, especially for those who are already facing financial challenges. We want to assure you that Mimosa teachers and the Mimosa School bursary committee are here to help. We will do everything we can to make the process as smooth and stress-free as possible, and to consider your personal context and family circumstances as part of your application. If you have any questions or concerns, please do not hesitate to contact us. We are here to help you every step of the way. Thank you for your interest in the Mimosa School bursary program. We hope to see your application soon!

Draft Mimosa School Bursary Application Form

Applicant/s Information

Where more than one primary guardian, information should be completed for both

Guardian details (1)

Name of Guardian:

Surname of Guardian:

Date of Birth:

Gender:

Race:

Orientation:

Home Address:

Telephone:

Email Address:

Name of Mimosa learner:

Guardian's Financial Information (1)

Guardian's Annual Income:

Guardian's Occupation:

Number of Dependents:

Other Sources of Income:

Guardian details (2)

Name of Guardian:

Surname of Guardian:

Date of Birth:

Gender:

Race:

Orientation:

Home Address:

Telephone:

Email Address:

Name of Mimosa learner:

Guardian's Financial Information (2)

Guardian's Annual Income:

Guardian's Occupation:

Number of Dependents:

Other Sources of Income:

Evidence of Financial Need

Please attach any relevant documentation that supports your claim of financial need, such as tax returns, pay stubs, family budget, and/or bank statements for each primary guardian. The more detail you provide the better the bursary committee will be able to assess eligibility.

Personal Statement

(Optional) Please use this space to share your personal story and to provide as much information as necessary about your family situation and your goals for attending Mimosa School.

Personal Declaration

I hereby declare that the information provided in this application is true, accurate and complete to the best of my knowledge. I understand that any false, misleading or incomplete information may result in my application being disqualified.

Guardian (1)

Guardian (2) - *only if applicable*

Signature

Signature

Date

date

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