



OJS Bursary Policy

Overview

The Trustees of the Oxford Japanese School (the “**School**”) recognise the value of broadening access to the School by offering financial support to eligible parents/guardians for the payment of school fees for their children over a limited period of time. Such support is known as a Bursary and may be awarded in the form of a discount on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of a given applicant.

It should be emphasised that the School currently has limited available net income after meeting its overheads. Consequently, the ability of the School to consider a Bursary at any given time depends on the financial position of the School and the competing demands of educational, cultural and other initiatives which the School is pursuing. However, subject to those constraints, the School would in principle like to direct a proportion of its available net income into Bursary assistance.

With the provision of any Bursary, the School would hope to enable a candidate who would not otherwise be able to benefit from the School to do so, thereby encouraging continued engagement with Japanese language and culture.

Application for Bursary

If you would like to apply for Bursary, please contact trustees@ojs.org.uk for more details.

Bursary applications will be considered by the Trustees of the School in exceptional circumstances only. A number of factors will be considered when making the judgement as to the justification for support and the extent of such support, including those set out in the preceding section (Overview). Prime attention will also be given to the School’s ability to accommodate any special educational and/or welfare needs of the child.

Not every application for a Bursary will therefore be successful. The number, level and duration of Bursaries awarded is completely at the discretion of the Trustees. The decision of the Trustees is final and the School is unable to discuss unsuccessful applications. Each case is assessed on its own merits. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal.

Any Bursaries awarded will be reviewed at least annually by the Trustees of the School. This may result in the continuation or withdrawal of a given Bursary following such review.

Should any information disclosed in response to questions raised by the School at the time of a review become inaccurate at a later date, the School must be informed without delay.

Awareness of Bursaries. Bursaries are referred to on our School website under the Fees section and this policy is held within Policy Documents under the “Policies” section. The School’s Bursary Policy will be reviewed annually by the Trustees.

Confidentiality. The School respects the confidentiality of Bursary awards made to families and recipients are required to do likewise.

Data Protection. All information provided by parents/guardians in connection with an application for a Bursary will be processed in accordance with data protection law applicable from time to time. Data will be processed only for the purposes of considering applications for Bursaries and determining the success of such applications. The information provided will not be used for any other purpose.

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