

ACADEMIC SCHOLARSHIP POLICY
OF
INTERNATIONAL SCHOOL DEVELOPMENT ORGANIZATION
(PTY) LTD
T/A
ALMA MATER SCHOOL

DEFINITIONS

Alma Mater School – institution to which students shall have access to learn and shall fund and administrate the scholarship,

Current Students – Students who are currently admitted and attending the school,

Discount facility – this is a form of financial aid offered to Students who do not qualify for the Academic Scholarship, however, shall be offered at the discretion on approval from the Board of Directors, **(ONLY APPLICABLE TO CURRENT STUDENTS)**

Finance Committee – person/s whom shall be responsible in the assessment of the student and the determination of such scholarship.

New Students – Students who have not or have never been a student to the school previously, or and in the past years of the school's existence,

Performance – shall mean academic and or behavioural manner in which a student acts within the school premises,

School Calendar – period of which is set by the school and in which the school operates within the period thereof,

Scholarship - A scholarship is a financial aid awarded to students based on their academic achievements, behaviour patterns towards the attitude of learning and behaviour in general in respect of the Code and Conduct of the School. Recipients are not expected to repay or work to pay back the money they receive.

POLICY PREAMBLE

Alma Mater School grants scholarship to all newly qualifying, admitted and current students. This scholarship applies for the preceding year. The year is definition as per the schools calendar with no exceptions. The scholarship is finalised within the period of November and December and a written communiqué is issued to the parents of the students of whom it may concern. All scholarships are valid for a school calendar year only however, at the end of the said year, the finance committee shall determine the amounts applicable for the new year, based on the academic performance and behaviour of the student towards the learning process and overall behaviour during the period of the said year. This programme contributes greatly towards building a culture of academic excellence and discipline.

1. Qualifying Criteria for scholarship applications for new students:

- 1.1 All new students shall be subjected to an entrance assessment, as indicated within the Admission Policy, to determine the academic performance, ***(See Admission Policy) ***
- 1.2 The purpose of the assessment is to determine whether the student would succeed within the learning process of the CIE curriculum, as many of the students are not privileged to the said curriculum and would not have been exposed to such learning techniques.
- 1.3 The aforesaid assessment is an on-line assessment and is compulsory, as it holds more value than the previous year's school report obtained by the student.

- 1.4 In the event that the student has been successful in the application and the scholarship is granted, the student shall adhere to all the requirements set out in the relevant policies applicable, thereof.
- 1.5 This policy is further in lieu with the finance policy regarding the payment of school fees and are subjected to the said policy, in accordance. ***(See Finance Policy) ***

2. Qualifying Criteria for scholarship applications for current students are listed below:

- 2.1 In the event that a student qualifies for a scholarship at the admission process, he or she shall require to complete an academic year before he or she shall be able to qualify for another scholarship for the preceding year,
- 2.2 Should the student/s not qualify for the Academic Scholarship at the end of the Academic year, the School shall at its own discretion substitute the financial aid with a **Discount facility**, as determined by the Board of Directors.
- 2.3 There shall be no specific assessment required to be concluded by the student other than their normal weekly, monthly and yearly or term examination,
- 2.4 The student shall be assessed on their academic progress (annual assessment) and their behaviour towards the learning process during the period of that year and the outcome shall be the determining factor of such scholarship.
- 2.5 Part of the process of qualifying and determining a value or amount regarding the scholarship, shall be on the assessment or examination marks obtained by the student. The higher the marks, as an average across all subjects, the higher the scholarship value or amount shall be granted.
- 2.6 The Board of Directors at Alma Mater School shall make the necessary decisions regarding the said scholarships. Such decisions shall be final and no further discussion shall be entertained in any form or nature thereof.

3. Administration, Governance and arrears values

3.1. Administration:

- 3.1.1 The scholarship scheme funded by Alma Mater School, shall be administrated by the finance department of the school.
- 3.1.2 This approach shall benefit the school from a cost effective point in that additional staff shall not be required to perform such functions.

3.2 Governance and Oversight:

- 3.2.1 The process shall be governed by a sub-committee of which shall consist of members of the school staff and the Board of Directors,
- 3.2.2 The objectives shall be to ensure transparency, fairness and just within a moral good environment.

3.3 Arrears School Fees

- 3.3.1 During the course of the year, the committee, shall convene and address matters of arrear school fees, in which the approval to withdraw the academic scholarship shall be determined.
- 3.3.2 All determinations shall be final and the Principal shall inform the relevant parent/s within a 7-day period in the form of written notice.
- 3.3.3 The committee shall not have any rights to deal with the procedure of recovering any outstanding school fees, thereof.
- 3.3.4 Should school fees be arrears at the end of the financial year, the student shall not be legible for a scholarship for the following year.

3.4 General Additions

- 3.4.1 At the end of each academic year, students shall be obligated to adhere to the promotion criteria within their specific grade, in its entirety.
- 3.4.2 Attitude to Learning Scale, ranges from 1 to 5. The scale was implemented a number of years ago to specifically highlight the student's attitude towards learning in a specific subject. Sometimes a student underperforms not because of lacking capability but rather because of poor effort. Students who achieve scores of between 4 and 5 may not receive a scholarship or the amount they receive may be reduced. The scale is indicated on the student's report at the end of every term.
- 3.4.3 All students attending Alma Mater School, shall be obligated to adhere to the School's Code of Conduct, accordingly.

3.5 Other

- 3.5.1 All scholarships granted to student shall not be redeem in any form of cash or advance to the applicant student or parent/s.
- 3.5.2 The value or amount shall be deducted over a period of 10 equal monthly instalments (February to November), reducing the school fees payable for the month only,
- 3.5.3 Scholarships are applicable to offset a portion of the school fees only and shall not apply to any other expense that a student might incur at Alma Mater School. Examples are as such, uniforms, text books and CIE examination fees.
- 3.5.4 There shall be no transfer or gratitude of the scholarship from one student to another, once granted to a student;
- 3.5.5 Although scholarships are awarded over an annual period, the application of such scholarship shall only apply on a monthly basis, thus should a student leave Alma Mater School during the period of the scholarship, the said scholarship shall cede to exit thereof, and the balance shall not be used to offset any arrear school fees, that may be applicable, at that time. Furthermore, the student shall forfeit the remainder of the scholarship.
- 3.5.6 Alma Mater School reserves the rights to amend, remove or change any of its policy it sees fit in respect of the aforementioned rules with regards to the applicable Scholarship Policy, at any time, without further consultation or notice.
- 3.5.7 The School rights remained reserved.