THE ADMINISTRATION OF SCHOLARSHIPS

1 COOPERATIVE ENTRY PROGRAM CONSULTATIVE PROCESS

1.1 Agreed Procedure to be followed by Heads of Schools when results are received

Results forwarded to schools by the AISSA on an agreed date.

Heads consult and give each other the following information when it is likely that more than one school will be offering a student a scholarship:

(1) Number and value of scholarships or other awards to be made e.g. the equivalent of 4 full scholarships and 2 half-bursaries.

(2) For each individual candidate who is 'shared' on the preference list, the type and value of the award to be offered.

N.B. Under no circumstance must a Head interview a student (or his/her parents) who is presently in the Head’s own school and who has nominated another school as first preference, until appropriate discussions have taken place with the Head of that other school. After such a discussion, (1) below under two days after the agreed date may apply.

1.2 Two Days after the Agreed Date

(1) Interviews (if required) and offers made to 'first preference' candidates.

Heads free to tell parents that after consultation it is known that 'lower preference' schools will/will not be offering an award of higher value.

(2) Offers to be made to 'lower preference' candidates only if the Head(s) of the school(s) on the 'preference list' are not making an offer of an award of similar or higher value.

(3) If because of changed circumstances (e.g. first offers not accepted) a Head has additional awards or awards of a different value to offer then these will not be offered to 'lower preference' candidates without further consultation with the Head of the 'higher preference' school(s).

2 BOARDING SCHOLARSHIPS

2.1 Use of CEP results to identify prospective students, and use of this information without regard for the expressed preferences as recorded on the application form.
Agreed policy:
For any CEP-based scholarship given to any child, whether for tuition or boarding, the established consultative process be followed regardless of the time of year, Heads being consulted before any offers are made.

2.2 Boarding scholarships offered to and accepted by students who have already accepted scholarships at other schools.

Agreed policy:
Schools offering scholarships enquire, as a matter of course, whether the student concerned has accepted a scholarship to another school. If this is the case, the Head offering the scholarship contacts the other school, consults its Head and negotiates a resolution with the Head.

2.3 Boarding scholarships offered to students whose parents are already considering an offer made by another school, but there has been no exchange of information between the schools.

Agreed policy:
The Head making the offer, or making an offer to a student already enrolled in another school, as a matter of course asks the parents of the student in question whether they are considering an offer from another school. The Head then contacts the other school, consults its Head and negotiates a resolution with the Head as per the CEP procedures to determine which school makes the higher offer.

* A note on all application forms should ask whether the student is enrolled in another independent school and/or has been offered a scholarship at that school.

3 TUITION SCHOLARSHIPS - ACADEMIC (Non CEP) AND MUSIC

3.1 Tuition (Non CEP) or music scholarships offered to and accepted by students who have already accepted scholarships at another school.

Agreed policy:
Schools offering scholarships enquire, as a matter of course, whether the student concerned has accepted a scholarship to another school. If this is the case, the Head offering the scholarship contacts the other school, consults its Head and negotiates a resolution with the Head.

3.2 Tuition (Non CEP) or music scholarships offered to students whose parents are already considering an offer made by another school, but there has been no exchange of information between the schools.

Agreed Policy:
The Head making the offer, or making an offer to a student already enrolled in another school, asks the parents of the student in question whether they are considering an offer from another school. The Head then contacts the other school, consults its Head and negotiates a resolution as per the CEP procedures to determine which school makes the higher offer.
4  OFFER OF SCHOLARSHIPS

Agreed Policy:
No Year 8 scholarships are to be awarded by member schools until the ACEP scholarship process is completed.

Agreed Policy:
All offers of scholarships for all year levels are made in accordance with the ACEP dates.

(Agreed by Secondary Heads August 2004)