



Jersey College Preparatory School - Hardship Fund

What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to parents/carers of all registered full-time students of JCG and JCP. The aim of the fund is to help parents/carers who have short term hardship resulting in difficulties in paying for:

1. Fees
2. Book and essential equipment
3. Uniform, shoes or sports kit
4. School trips

Payments from the Fund are discretionary and if awarded do not need to be repaid.

The College, consisting of JCG and JCP, will consider requests for hardship funding in the following cases:

- Short term financial hardship - example
 - change in circumstances at home
 - a parent not receiving their usual income
- At the decision of the Head Teacher & Finance Committee, any parent(s)/carer(s) who do not fall under the categories listed above but consider themselves to be in financial hardship

Basic understanding

- An application for hardship support may be made at any time during the academic year by the parent(s)/carer(s) who is/are responsible for fee payments
- Only one application relating to a student can be made at any one time
- It may also be possible to apply more than once in a year, but usually only where circumstances have not changed
- There will be no appeal against a decision not to award a hardship grant, as the Head Teacher's & Finance Committee's decision is final
- Students on a Bursary scheme will not qualify for Hardship funding

How to apply to the Hardship Fund

Please complete and return the Hardship Fund Application Form to admin@jcp.sch.je marked **For the attention of the Head Teacher - Private and Confidential**. The application will remain confidential and be considered by the Head Teacher and the Finance Committee.

Hardship Fund Application Form

PLEASE COMPLETE IN CAPITAL LETTERS, PROVIDING ALL RELEVANT INFORMATION

Your details

Title:	<i>Mr, Mrs, Miss, Ms or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname (if applicable):	
Partner's First Name (if applicable):	
Address:	
Postcode:	
Telephone:	
Email address:	

Child/ren you wish to claim for

Name of child:	Class:	Date of Birth

Support requested

Item (Please circle as appropriate)	Amount being requested (£)	Details of cost
Fees		
Book and essential equipment		
Uniform, shoes or sports kit		
Other		
School Trip		

Reason why you are seeking support (please also provide any additional documentation to support your request if possible)

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Declaration

I certify that the information provided here is true and that I am the primary fee payer. I understand that a false declaration will result in the refusal of this application.

Name of Parent / Carer:	
Signature of Parent / Carer:	
Date:	

Please complete and return this form with any supporting documentation to:

The Head Teacher, Jersey College Prep, Claremont Rd, St Saviour, Jersey JE2 7RT

Office use only	
Date received:	
Received by:	
Approved:	YES / NO (delete as necessary)
Approval date:	
Approved by (name):	
Approved by (position):	
Signed:	