



# KGS Scholarship and Financial Aid Policy

Revised August 2024

## **KGS Scholarship and Financial Aid Policy**

### **1. Introduction**

KGS is committed to providing an inclusive and equitable educational environment where every student has the opportunity to thrive academically, regardless of their financial circumstances. As part of this commitment, the School shall offer fee discounts, scholarships and financial assistance to support students who demonstrate financial need and/or excel in various fields such as academics, sports, debate, drama, music and social and community service.

### **2. Objectives**

The primary objectives of our scholarship and financial assistance policy are as follows:

- To ensure that students with genuine financial need have access to quality education at KGS.
- To maintain a diverse and inclusive student body by providing opportunities for students from different socioeconomic backgrounds.
- To recognize and support students who demonstrate excellence in academics, sports, debate, drama, music and social and community service.

### **3. Eligibility Criteria**

#### **a. Financial Need-Based Scholarships:**

- Families facing temporary or ongoing financial hardship may apply for need-based scholarships.
- Financial need will be determined based on the income levels of the family as well as any other extenuating circumstances.
- Priority will be given to students from lower-income households.
- The School aims to offer scholarships to at least 10-12% of the student body, with the bulk of funds going to students demonstrating financial need.

#### **b. Merit-Based Scholarships:**

- Merit-based scholarships may be awarded to students who excel in academics, sports, debate, drama, music and social and community service.
- Criteria for each merit-based scholarship category will be clearly defined and transparent.
- Selection for merit-based scholarships will be based on demonstrated excellence in the respective field.

#### **4. Application Process**

##### **a. Need-Based Scholarships:**

- Families seeking financial assistance must submit a detailed financial assistance application form, along with supporting documentation. Annexure A is referred.
- The School will review applications confidentially and make decisions based on demonstrated need.
- Families will be notified of financial assistance and scholarship decisions in a timely manner.

##### **b. Merit-Based Scholarships:**

- Students who will qualify for merit-based scholarships will be evaluated by a selection committee comprising faculty members and staff.
- Selection criteria and processes for each scholarship category will be transparent and equitable.

#### **5. Merit-Based Scholarship Types**

##### **a. Academic Excellence Scholarships:**

- Awarded to students who demonstrate outstanding academic achievement and potential.

##### **b. Sports Excellence Scholarships:**

- Awarded to students who excel in sports and demonstrate exceptional talent, commitment, and sportsmanship.

##### **c. Debate, Drama and Music Scholarships:**

- Awarded to students who demonstrate excellence and passion in these respective fields.

##### **d. Social and Community Service Scholarships:**

- Awarded to students who actively engage in social and community service activities and demonstrate a commitment to making a positive impact in their communities.

## 6. Scholarship Benefits

### a. School Fee Assistance:

- Recipients of need-based scholarships will receive financial assistance to cover a portion or all of their School fees, depending on their demonstrated need.

### b. Recognition and Support:

- Merit-based scholarship recipients will receive recognition for their achievements and may also receive additional support, such as mentorship or specialized training, to further develop their talents.

## 7. Renewal and Continuation

### a. Renewal Criteria:

- Scholarships may be renewed based on continued financial need or sustained excellence in the respective field.
- Renewal criteria will be clearly communicated to scholarship recipients.

### b. Monitoring and Evaluation:

- The School will monitor the academic progress and performance of scholarship recipients to ensure they continue to meet the requirements for scholarship renewal.

## 8. Confidentiality and Privacy

### a. Confidentiality of Information:

- All financial information provided by families applying for need-based scholarships will be treated with the utmost confidentiality.
- Scholarship recipients' identities will be kept confidential, except where necessary for administrative purposes or with the consent of the student and their family.

## 9. Types of assistance

- The attached Annexure B lays out the types of monetary assistance that will be provided currently as at the date mentioned therein. Annexure B is subject to change based on inflation levels in the country, the level of School fees at the time, and other factors influencing fees and the general levels of disposable income in the country.

## **10. Review and Amendments**

### **a. Regular Review:**

- This scholarship and financial aid policy will be reviewed periodically and generally every three years to ensure its effectiveness and alignment with the School's mission and values.
- Amendments to the policy may be recommended by the School administration to the BFC/ BoG for consideration and approval. Any amendment to the policy shall require the approval of the BoG, based on the recommendation of the BFC.

## **11. Conclusion**

KGS is committed to providing equal opportunities for all students to pursue their educational and personal goals. Through our scholarship and financial aid program, we aim to support students in need and recognize excellence in various fields. This policy reflects our dedication to fostering a diverse and inclusive learning community where every student can thrive.

## ANNEXURE A

This scheme has the following pre-requisites:

- (a) Parents must submit the standard application form for Financial Need Based Scholarships and the students concerned must either already be enrolled in the School or have an application for admission pending. Nothing can transpire if the parents do not apply for the same.
- (b) Clearance of overdue fees is a prerequisite for the application form to be considered for grant of scholarship. This criterion may be relaxed in an extreme case by the approving authority on the recommendation of the Principal, only in case of severe financial distress of the parents as evidenced in the supporting documents to the application form. Further, in case of a sudden extreme crisis affecting the family, e.g. death of the father being the sole breadwinner, or a medical ailment causing inability to work / earn a living, an application form may be submitted by the parents.
- (c) The application will not be considered if the parents have accepted any other scholarships from any other source.
- (d) Financial Need Based Scholarships are granted for a fixed period of time, either the financial year, or the calendar year, or in case where parents have applied in the midst of a term due to some financial distress arising, then it may be granted for a six months' period as well.
- (e) Renewals of Financial Need Based Scholarships are neither automatic nor guaranteed. The parents may reapply, and the case would be evaluated afresh whether or not the same should be granted again or otherwise. The Scholarship Award is applicable only on School Fees, and parents would still be required to pay any other charges which will be billed in the usual way. Parents for new admissions to Year X or FY A Level may apply for Financial Need Based Scholarships applicable to the Admission Fee as well.
- (f) In terms of academic standing, continuing student(s) must have an overall average grade of not less than B on the last report from the School, or equivalent, for the last twelve months. Such academic standing criteria may be relaxed by the relevant approving authority, on the recommendation of the Principal, only in case of extreme financial distress of the parents or other extenuating circumstances. Such relaxation may only be allowed on a case by case basis and not as a general rule.
- (g) All Financial Need Based Scholarship applications are subject to the approval of the Scholarship Awards Committee, comprising of the Chairperson - Board of Governors, the Principal, and the Assistant Heads of each Section of the School, and their decision shall be final.

## ANNEXURE B

### (i) Academic Excellence Scholarships for Years IV to IX

In order to recognize academic excellence and achievements of students, the School will provide ongoing scholarships as follows:

S. No.	Scholarship type	Years	Section	Total No. of Merit Awards	Scholarship as a % of annual School Fees	Duration of Scholarship
1	<b>Merit Scholarship for the First position holder in each section in each year group</b>  (JS – 5 sections, MS- 8 sections)	IV, V & VI	JS	15	12.5%	One year
		VII, VIII and IX	MS	24	12.5%	One year
			<b>Total</b>	<b>39</b>		
S. No.	Scholarship type	Year	Section	Total No. of Merit Awards	Scholarship as a % of annual School Fees	Tenure Duration of Scholarship
2	<b>Merit Award for the Most Improved Student in each section in each year group (based on Year on Year improvement)</b>  (JS – 5 sections, MS- 8 sections)	IV, V & VI	JS	15	10%	One year
		VII, VIII & IX	MS	24	10%	One year
			<b>Total</b>	<b>39</b>		
		<b>GRAND TOTAL</b>		<b>78</b>		

The criteria of these scholarships shall be the School's overall term and examination results secured by the students. These scholarships shall be awarded for one academic year and shall lapse automatically at the end thereof.

### (ii) Academic Excellence Scholarships for O Levels (Year X)

S. No.	Year to which promoted / admitted	Category	No. of Scholarships	Scholarship as a % of School Fee	Duration of Scholarship
1	Year X	Non-Grammarians (new admissions)	3	10%	One year
		<b>TOTAL</b>	<b>3</b>		

The criteria for selecting the Top 3 Non-Grammarians winning this Scholarship will be the same as per the Admission Test results for Year X. These scholarships shall be awarded for one academic year and shall lapse automatically at the end thereof.

**(iii) Academic Excellence Scholarships for winning outstanding Cambridge Learner Awards (OCLA) FOR O Levels and AS Levels**

Every year, students appearing for the CAIE exams achieving outstanding results win recognition through the Outstanding Cambridge Learner Awards (OCLA), announced by the British Council. The OCLA awards recognize exceptional performance of learners all over the world in the Cambridge examinations.

Students of the School have won laurels on this count year on year basis, and hence, a scholarship category to recognize these exceptional achievements is being instituted for any of these awards won by a student of the School as per the following:

S. No.	OCLA Category	No. of Scholarships	Scholarship as a % of School Fee	Duration of Scholarship
1	All OCLA Awards in Cambridge O Levels / IGSCCE Levels	For each subject/OCLA Award	10%	Six months
2	All OCLA Awards in Cambridge AS Levels	For each subject/OCLA Award	10%	Six months
	<b>Total</b>	<b>20</b>		

The statistics of the OCLA each year reflect that students at the School win around 15 to 20 of these awards. Accordingly, **a total of 20 Scholarships** is being earmarked annually for this category. In case in a particular year, the number of awards won by the School's students exceeds this number the Principal may recommend to the Board an increase in the number of Scholarships for that year, to accommodate all students who merit inclusion. These scholarships will be awarded from the date of announcement of the awards by the British Council in **January each year** till the end of the academic year, i.e. six months from January to June.

**Sports Excellence Scholarships:**

Individual awards to be determined in future by the School may be considered to be given to in the following school sports:

- Overall athletics boys
- Overall athletics girls
- Swimming boys
- Swimming girls
- Cricket boys
- Cricket girls



- Football boys
- Football girls
- Rowing boys
- Rowing girls
- Basketball boys
- Basketball girls

#### **Debate, Drama and Music Scholarships:**

Individual awards to be determined in future by the School may be given to students who have demonstrated outstanding achievement in the following fields:

- Debate
- Drama Urdu
- Drama English
- Music
- Elocution Urdu
- Elocution English

#### **Social and Community Service Scholarships:**

Individual awards to be determined in future by the School may be given to students who have demonstrated outstanding achievement in the providing a unique and significant contribution to social causes and/or to the community at large.

#### **Assistance to children of Staff:**

The School may also provide School fee assistance to the children of teaching and non-teaching staff studying in the School. Such assistance will normally commence upon confirmation of such staff member and shall be restricted to two children which may be increased beyond two at the discretion of the approving authority on the basis of financial need.

The following assistance shall be offered however each student receiving such assistance will need to maintain the requisite grade average in overall class academic results unless approved otherwise by the approving authority:

- a) Full time Staff: 30% discount for two children (or more as may be approved by the approving authority) of the concerned staff, whether teaching or non-teaching.
- b) Part time Staff: 15% discount for two children (or more as may be approved by the approving authority) of the concerned staff, whether teaching or non-teaching.

In case the child of a staff member has gained new admission, the security deposit requirement may be waived.

The concerned staff member will provide the details of his/her children already studying in the School to the concerned Section Head or the HR Department, who shall provide the necessary details to the Accounts Department for necessary incorporation in the billing data. Such assistance shall generally be of a permanent nature, i.e. extends to the student throughout the staff member's tenure of service. It shall be discontinued once the staff member resigns (but not if they pass away or are permanently unable to teach due to an illness or injury) from the services of the School for which necessary intimation shall be made by the HR Department to the Accounts Department, to remove the said assistance facility.