UFS International

# UFS BURSARY FUND

## BURSARY POLICY

Eligibility Criteria & Award Framework

*Adopted: April 2026*

*Application cycle is September-October each year*

*Award given from January to December the following year*

## 1. PURPOSE

This Bursary Policy sets out the criteria, award structure, and process by which the UFS Bursary Fund awards financial assistance to learners enrolled at UFS International School. It is adopted in accordance with Article 8.1 of the UFS Bursary Fund Constitution and shall be reviewed by the Board of Trustees at least every two years.

## 2. BURSARY PATHWAYS

The Fund awards bursaries through three distinct pathways. Applicants may apply under one or more pathways, but will be assessed and ranked within each pathway separately. The pathway determines which evidence the applicant must submit.

| Pathway | Primary criterion | Supporting evidence required |
|---|---|---|
| **Academic Merit** | Strong academic performance (top 5% of class or above or awarded academic colours) | Most recent school report, class ranking or teacher recommendation |
| **Sport** | Recognised achievement or exceptional talent in sport, minimum 60% academic average | Coach letter, competition results, club or federation membership, recent report card |
| **Arts & Culture** | Recognised achievement or exceptional talent in arts or cultural activity, mimimum 60% academic average | Portfolio, performance record, teacher or mentor letter, recent report card |

## 3. ELIGIBILITY REQUIREMENTS

To be eligible for any bursary pathway, an applicant must meet all of the following general requirements:

- Be currently enrolled, or accepted for enrolment, at UFS International School at Primary from Grade 4 upwards, or at Secondary (High School) level.
- Be a resident of the Kingdom of Eswatini, or be a holder of a valid resident or student permit.
- Have no outstanding disciplinary action or suspension at the time of application.

- Have no outstanding debt at their current school.
- Submit a complete application form with all required supporting documents by the published deadline.
- Not be in receipt of another full bursary covering 100% of school fees from any other source (partial bursaries from other sources do not disqualify an applicant).
- Not receiving staff tuition benefit.

In addition, pathway-specific requirements apply as described in Section 4 below.

## 4. PATHWAY-SPECIFIC CRITERIA

### 4.1 Academic Merit

An applicant under the Academic Merit pathway must demonstrate consistent academic excellence. The Selection Committee will assess:

- Overall academic average — applicants should be performing in the top 5% of their class or year group, or preferable, have been awarded academic colours.
- Consistency of performance across subjects and across terms.
- A written recommendation from the Principal addressing the applicant's potential.

*Financial need is not a requirement for this pathway, but where two applicants are equally matched on merit, the one with greater financial need shall be preferred.*

### 4.2 Sport

An applicant under the Sport pathway must demonstrate recognised achievement or exceptional talent in any sport. The Selection Committee will assess:

- Participation and achievement at school, club, regional, or national level.
- A written letter from a coach, sports teacher, or federation confirming the applicant's ability and commitment.
- Any competition results, rankings, or selection for representative teams.
- Current academic results

*The sport need not be one offered by UFS International School, provided the talent and commitment are demonstrable.*

### 4.3 Arts & Culture

An applicant under the Arts & Culture pathway must demonstrate recognised achievement or exceptional talent in any artistic or cultural discipline, including but not limited to music, dance, drama, visual arts, creative writing, or Swati cultural performance. The Selection Committee will assess:

- A portfolio, recording, or performance record appropriate to the discipline.
- A written letter from a teacher, mentor, or cultural organisation confirming the applicant's talent.
- Participation in school, community, regional, or national arts or cultural activities.
- Current academic results

## 5. AWARD STRUCTURE

Bursaries are awarded as either full or partial awards, determined by the Selection Committee based on assessed need, available funds, and the number of qualifying applicants in each cycle.

| Award type | Coverage | Conditions |
|---|---|---|
| **Full bursary** | 100% of tuition fees for the academic term | Subject to annual renewal based on continued eligibility |
| **Partial bursary** | 50% or 75% of tuition fees as determined by the Committee | Subject to term-by-term renewal based on continued eligibility |

All bursary payments are made directly to UFS International School on behalf of the beneficiary. No cash is paid to learners or their families. Beneficiaries will be expected to remain enrolled at UFS International for the duration of the award cycle.

Bursaries do not ordinarily cover uniforms, stationery, transport, boarding fees, or extra-curricular activity fees. Such ancillary costs may, however, be included in a bursary award on a needs basis, where the Selection Committee determines that the omission of such support would materially undermine the beneficiary's ability to participate fully in school life. Any such inclusion must be specifically motivated and recorded in the Committee's recommendation to the Board.

## 6. APPLICATION CYCLES

Applications are accepted the year preceeding receipt of the award:

- Open 14 September closes 14 October
- All awards are effective from Term 1 of the following year.

Late applications will not be considered except in exceptional circumstances at the sole discretion of the Chairperson. Decisions on late applications will be recorded in the minutes.

## 7. SELECTION PROCESS

Applications are reviewed by the Bursary Selection Committee, which is appointed by the Board of Trustees and operates independently of the full Board. The process is as follows:

1. Applications are received and checked for completeness by the Secretary.
2. Incomplete applications are returned to the applicant with a 5-day window to remedy, if time allows.
3. The Selection Committee reviews all complete applications against the criteria for each pathway.
4. The Committee prepares a ranked list of recommended awards per pathway and submits it to the Board of Trustees for approval.
5. The Board approves, adjusts, or declines recommendations by majority vote. The Board's decision is final.
6. Successful applicants are notified in writing within 14 working days of the Board's decision. Unsuccessful applicants receive a brief written notification. Confirmation of acceptance by applicant is to be within 15 days

## 8. RENEWAL CONDITIONS

Bursaries are not automatically renewed. Beneficiaries must reapply each academic year. Renewal will be considered based on:

- Continued enrolment at UFS International School.
- Satisfactory academic progress and attendance (no more than 10% unexplained absences per term).
- For Sport and Arts & Culture bursaries: continued participation and engagement in the relevant activity.
- No serious disciplinary action during the award period.

The Board reserves the right to withdraw a bursary at any time if a beneficiary no longer meets the conditions above, after giving the beneficiary and their guardian an opportunity to respond.

In addition to awards made through the standard pathways, the Bursary Committee may grant up to two (2) Wildcard Bursaries per annum. Wildcard Bursaries are awarded entirely at the discretion of the Committee and are not subject to the pathway criteria set out in Section 4. They are intended to recognise exceptional circumstances, unique talent, or compelling cases that fall outside the standard framework but are nonetheless consistent with the Fund's purpose. The Committee must record the motivation for each Wildcard Bursary in its written recommendation to the Board, and Board approval is required before any Wildcard award is made.

## 9. CONFIDENTIALITY

All application information is treated as strictly confidential. Application details shall not be shared with any person outside the Selection Committee and Board of Trustees, including the management or commercial shareholders of UFS International School, except where required by law.

## 10. REVIEW

This policy shall be reviewed by the Board of Trustees every two years or sooner if circumstances require.