



Bursary Application Process

All applicants are required to have registered with the school and should tick the relevant box on the registration form. Your details will then be passed to The Bursary Administration Limited. They are an external company who manage our means testing process. The deadline for Bursary applications is the last Friday of November preceding the term of entry.

Once they have received your details, they will email you a confidential application form. They will contact you within a few days to arrange a time to come to visit you at home. During that visit they will view the necessary verification documents and collect the form as well as discussing the detail of your circumstances with you. Incomplete bursary applications will not be accepted.

Following their visit they compile a financial and written report which is sent to us. This report is used to determine the level of financial assistance required to allow applicants to attend St James Schools.

The results of your application will be sent out at the end of February or early March. Please be advised that funds are limited and it is not possible to offer financial assistance to all eligible applicants.

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