



Tenby Scholarships

Policy

1. Introduction

- a. The Tenby Scholarships are established to provide scholarships to support the education of deserving students at Tenby Schools.

2. Aims of Tenby Scholarships

- a. To encourage academically able and talented students to seek admission to Tenby schools.
- b. To give recognition and support to high performing and talented students.
- c. To raise the profile of Tenby Schools within the communities they serve.

3. Principles

- a. Scholarships are available to both Malaysian and expatriate students currently studying or wishing to study at Tenby Schools.
- b. Scholarships are awarded on the basis of either overall academic performance or exceptional talent within arts or sport. For exceptional talent, the students must have achieved above average academic results.
- c. Social/ economic background will also be taken into consideration as secondary criteria.
- d. Scholarships are normally awarded for the full period of a specific academic programme (e.g. for the 2 years of an A level, IGCSE or SPM programme.)

4. Decisions on the award of a scholarship

- a. Decisions will be based on:
 - Full completion of application form with supporting documentation including past examination results.

- An interview with the Campus Principal (or the principal's delegate) of the school for which the application is made (the interview will be in two parts, firstly with the student and his/her parent/guardian and secondly with the student alone).
- b. Plus, in the case of a scholarship based on exceptional talent
- supporting evidence of the exceptional talent. This may include a recital or performance.

N.B. Scholarships based on exceptional talent will only be awarded when the school is confident that it can support the student in the continued development of the talent and the student in turn will use his or her talent to contribute to school activities and events.

5. The Tenby Scholarship Committee

- a. The provision and award of scholarships will be overseen by a Committee comprising of The Chief Executive Officer, The Financial Controller and the Academic Support Manager from Tenby Schools Central Office

6. The Scholarship Award

- a. A full scholarship covers the costs of the termly school fees and is normally awarded for a period of 2 years subject to a review at the end of the first year. In addition for an applicant who is not already a student at a Tenby school, the registration fee and application fee are waived. The payments of the standard deposit and examination fees are required. The scholarship covers school fees only. It does not cost for books, trips, excursions, CCAs etc.
- b. The Committee may on occasion award half scholarship to a student. This will cover 50% of the costs of the termly school fees, but will otherwise be the same as a full scholarship.

7. Termination of Scholarship

- a. A scholarship may be terminated at the end of one year if, in the view of the Committee, the student is clearly failing to achieve the expected standards. The

scholarship may be terminated at any time if the student fails to abide by the school policies, procedures or expectations of behaviour or study.

8. Application Procedure

- a. The scholarship application should be made at least 3 months before the date at which the award becomes effective (i.e. by 1st June for awards effective from 1st September and 1st October for awards effective from 1st January.)
- b. The documentation required for an application is as follows:
 - i. A completed Tenby Scholarship Application Form
 - ii. Admission Application Form (for students not already on the Tenby Schools roll)
 - iii. Examination certificates or results slip (IGCSE, UPSR, SPM, PT3, Checkpoints as appropriate. Official Forecast results accepted for application purposes if the official results have not been released)
 - iv. Testimonial from current school Principal
 - v. Two (2) most recent school Examination/Progress Reports
 - vi. Any relevant certificates or testimonials in addition to (4) above
 - vii. A recent passport size colour photograph
 - viii. A copy of the applicant's Identity Card/Passport
 - ix. Any other supporting documents

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Procedure

9. Provision of scholarships

- a. The maximum provision of scholarships to each school is determined annually. This is normally in February of each year for awards for September of the same year and the January of the year after.

10. Promotion of Scholarships

- a. Schools will advertise the availability of scholarships at least three months before the date at which the scholarship becomes available (i.e. by 1st October for January scholarships and by 1st June for September scholarships). Advertising should be through either the school newsletter to parents, the school website, social media, through local press advertisement etc.
- b. A closing date should be given for receipt of applications for scholarships, this should normally be 2 months before the date at which the scholarship becomes applicable. Applications made after the start of a term for which a scholarship is applicable should only be considered in exceptional circumstances (e.g. a student newly arrived from abroad)

11. Procedure for the Award of Scholarships

- a. Recommendations for the award of scholarships are determined by the Head of School of the school in consultation with the Campus Principal (or in the absence of a Head of School by the Campus Principal in consultation with at least one other senior colleague). Recommendations should be based on the application form and supporting documentation and an interview. A formal record of the interview should be written using the template below.
- b. A summary of all shortlisted applications together with interview reports and recommendations for awards should be sent to the Tenby Schools Financial Controller as soon as possible and not later than the 30 days before the commencement of the term for which the scholarship is applicable. The Committee will make the final decision on the award of scholarships based on the interview reports and recommendations of the School. Scholarship candidates should not be informed of the result of their application until after the decision by the Committee.
- c. A letter of award will be issued by the Committee to the successful applicant.

- d. The decisions of the Committee on the award of scholarships are final and not subject to appeal by students or their parents. The Committee may decide not to award the maximum number of scholarship allocated if the Committee is of the opinion that the candidates do not meet the required standard and quality for the scholarship.
- e. The announcement and presentation of scholarship awards should be done formally and in a manner which raises awareness and the prestige of Tenby scholarships. Announcements should be included in school newsletters and where appropriate in school advertising and promotional material.

12. Monitoring the Progress of Tenby Scholars

- a. A report on progress and standards achieved for each scholarship holder should be sent to the Chief Executive Officer at the end of every school term, during the year of the scholarship.
- b. A report of the final results of each scholarship holder should be sent to the Chief Executive Officer at the end of the period of the scholarship.