



SCHOLARSHIP POLICY

The BPW Scholarship Policy provides written guidelines to follow in the selection process for school¹ fee assistance. It should be stressed, however, that decisions should be made on an individual basis, and that these are guidelines only.

1. SCHOLARSHIP SCHEME

- 1.1 The scholarship scheme for school fee assistance is the main recipient of funds raised by BPW.
- 1.2 The Scheme is coordinated by the BPW Scholarship Officer with the assistance of a Scholarship Committee.
- 1.3 Selection of recipients will be undertaken by the Scholarship Committee and submitted to the Executive for approval.

2. APPLICANTS

- 2.1 Female applicants only are eligible.
- 2.2 Applicants for scholarships must be formally enrolled at a recognized educational institution.
- 2.3 The target areas are Grades 10 through to University, Technical Colleges, and Vocational Centers. Payment of fees and items related to study will be considered to address the financial needs of girls and women in Tertiary Institutions.
- 2.4 Academic records of applicants should show that they have above average results in the appropriate subject areas.
- 2.5 Applicants must demonstrate a genuine need for BPW support.
- 2.6 Special circumstances will be considered on a case by case basis.

3. APPLICATION PROCEDURE

- 3.1 Applications should be **endorsed by a school principal**, deputy principal, academic registrar, class patron or person with similar authority.
- 3.2 Applications should be on the form provided and be **completed correctly and in full, in ink pen** in order to be considered.
- 3.3 Applications must also **attach the following documents:**

3.1 ¹ The term school fee is used throughout this policy. It includes fees for University, Technical Colleges and Vocational Centres as well as for other Tertiary Institutions.



- A letter from Applicant stating the reason(s) they need the BPW scholarship.
- Applicant must attach a Certified Copy of Official Academic records for the previous year's School Certificate.
- Letter of Acceptance from the School or Institution for the current period/year.
- Copy of the deposit receipt of monies paid by the parents or guardians into the School Account.

4. AMOUNTS TO BE AWARDED

- 4.1 It is the policy of BPW to provide only partial payment of fees. It is expected that BPW will be making up a shortfall in fees which has occurred through family or financial difficulties.
- 4.2 Each year the total amount to be paid out for each scholarship is agreed to by the Executive subject to changes in fees charged by educational institutions. The total amount is generally 50% of the amount requested, however, the actual amount paid out for each scholarship is at the discretion of the Executive.

5. PAYMENT

- 5.1 BPW only pays directly to the bank account of school attended by the applicant.
- 5.2 The enrolment status of applicants with the school and have evidence of applicant's deposit payment must be confirmed by the Scholarship Officer, before making the payment.

6. ACKNOWLEDGMENT & SPECIAL CONDITIONS

- 6.1 Recipients will be requested to write a letter of acknowledgment to BPW.
- 6.2 Recipients will be offered honorary membership of BPW and will be encouraged to participate in BPW activities.

Endorsed by BPW Executive March 2010