



Phoenix House
International School

Bursary and Scholarship Policy

Version 1.0

Introduction

Phoenix House International School (PH) is committed to building and developing a community of lifelong learners.

The PH Bursary and Scholarship Programme helps to attract and retain pupils through tuition fee remission who are either in need of financial assistance, or who demonstrate an outstanding and unique contribution to the school community.

A. Needs-based Bursary

Needs-based Bursaries are available to parents who are in need of financial assistance in order to afford enrolment, and who share the commitment and vision at PH. An application for a Needs-based Bursary can be made at any time. For example, families who experience an unanticipated change in financial circumstances during their child's enrolment at PH that would otherwise result in the withdrawal of their child.

Through the application process, PH will consider a wide range of financial parameters including, but not limited to, parents'/guardians' household income, assets and personal circumstances. Applications for a Needs-based Bursary must be made to the Head of School by completing a Needs-based Bursary Application. All bursaries are reassessed annually by means of disclosure of up-to-date financial circumstances.

If parents/guardians indicate that they are likely to need financial assistance, they will be asked to complete a strictly confidential form in order to assess their financial circumstances and establish the level of assistance that PH is prepared to offer.

Recipients of Bursaries remain eligible for the award of a Scholarship.

B. Scholarships

Scholars at PH are expected to uphold the highest standards and be a role model for other children. The objectives of PH Scholarships are:

1. to encourage and motivate PH pupils to strive for both academic excellence and a commitment to the positive development of their peers and the wider school community, and
2. to acknowledge PH pupils' academic, extracurricular and leadership achievements and efforts.

There are two forms of limited Scholarships available at PH:

1. Founders' Scholarship

PH's founders, Mr. Fei Fei Hu and Ms. Ayahi Suda, share a strong passion for education.

Mr. Hu is a British-Chinese entrepreneur living and working between Tokyo, Hokkaido, London and Shanghai. He is the founder of the school and also the founder of Clarence Education Asia and Hokkaido Home Farm. Mr. Hu was an assistant to His Royal Highness The Prince of Wales for 8 years from 2007-2015, when he served as Secretary of The Prince's Foundation (China) based in Clarence House and St. James's Palace, UK. Mr. Hu studied Philosophy at Waseda University and University of Oxford.

Ms. Suda is a graduate of Tokyo University and was raised in an environment surrounded by a family of educators. At the age of 26, she started her own international early years education centre in the heart of Tokyo. After moving to England in 2009 with Mr. Hu, she continued her education at University of the Arts London and The Royal Drawing School. She then worked at Sotheby's headquarters. After returning to Japan in 2015, she co-founded Clarence Education Asia.

As part of their commitment to creating an education platform in Asia, Mr. Hu and Ms. Suda established the Founders' Scholarship at PH to provide an opportunity for children and families to experience an unparalleled international education in Japan. The Founders' Scholarship is offered *by invitation only*. Offers are reviewed annually.

2. Merit-based Scholarship

The Merit-based Scholarship at PH is awarded to prospective and existing pupils who demonstrate either academic excellence or outstanding performance in sport, the arts, or any other area.

The Head of School will take into consideration the uniqueness of an applicant's current and historical performance and achievements. The pupil, his/her family/guardians, and teachers must be able to present a clear plan for the ongoing development of the applicant's unique talent. It is also expected that the applicant has maintained a good academic standing in the previous years leading to the application. Prospective pupils who are transferring to PH from another school are expected to be academically meeting or exceeding expectations in their existing school.

To remain on the scholarship, pupils must:

- continue to excel in the demonstrated area of excellence;
- continue to demonstrate good academic standing and commitment to learning; and
- serve as a positive role model for the peers and the wider school community.

Conditions

1. Bursaries and Scholarships are open to all prospective and existing PH pupils.
2. For Bursaries, parents must submit the following:
 - Statement of need
 - Needs-based Bursary Application Form
 - Up-to-date proof of parents'/guardians' financial standing (e.g. tax returns, salary slips)
 - List of assets owned by the parents/guardians
 - When relevant, proof of recent personal circumstances that will have an adverse and significant impact on household income
 - Other supporting information and documentation as needed
3. For Scholarships, parents must submit the following:
 - Scholarship Application Form
 - Last two academic progress reports
 - A reference letter from current teacher
 - and,
 - * For a Merit-based Scholarship: Certificates and/or other proof of such distinctions.
4. Candidates will be assessed based on consideration of the above and other considerations that may be relevant. Short-listed Founders' Scholarship candidates will be interviewed by Mr. Hu and Ms. Suda. Shortlisted Needs-based Bursary and Merit-based Scholarship candidates will be interviewed by the Head of School, who, together with the Bursary and Scholarship Committee, will make the final decision on Bursaries and Merit Scholarship recipients.

Enquiry

If you would like to explore an application for Needs-based Bursary or Scholarship, please email admissions@phoenixhouseschool.org and a member of our Admissions Team will make direct contact.