Financial Assistance Policy

Cambridge Management and Leadership School

Cambridge, England, United Kingdom

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1. Purpose

The purpose of this policy is to provide financial support to learners who are unable to pay course tuition fees due to genuine financial hardship, while ensuring fairness, transparency, and sustainability for the organisation.

2. Scope

This policy applies to all prospective and enrolled learners who wish to apply for financial assistance for any course offered by the organisation.

3. Policy Statement

We are committed to widening access to education and recognise that some learners may face financial challenges. Financial assistance may be granted in the form of a partial or full waiver of tuition fees, based on individual circumstances.

Please note that admission and registration charges are non-refundable and must be paid by all learners, regardless of financial assistance status.

4. Eligibility Criteria

To be considered for financial assistance, learners must:

4.1. Demonstrate genuine financial hardship
4.2. Submit a completed Financial Assistance Application Form
4.3. Provide supporting evidence (e.g., benefit statements, proof of unemployment, low income, or other relevant documentation)
4.4. Priority may be given to:

- Unemployed individuals
- Learners receiving government benefits
- Single parents
- Learners facing exceptional personal circumstances

5. Types of Financial Assistance

Financial support may be awarded in the following forms:

- Partial fee reduction (e.g., 25%, 50%, or 75%)
- Full tuition fee waiver (in exceptional circumstances)

All awards are subject to availability and organisational discretion.

6. Conditions of Support

Learners who receive financial assistance must:

- Pay all required admission/registration fees
- Maintain satisfactory attendance and participation
- Engage fully with course requirements and assessments

Failure to meet these conditions may result in withdrawal of financial assistance.

7. Application Process

7.1. Learners must complete and submit a Financial Assistance Application Form prior to enrolment or within an agreed timeframe
7.2. Supporting evidence must be provided at the time of application
7.3. Applications will be reviewed on a case-by-case basis
7.4. Applicants will be notified of the outcome in writing

8. Limitations

8.1. Financial assistance is limited and subject to availability
8.2. The organisation reserves the right to limit the number of assisted learners per cohort
8.3. Not all applicants will be successful

9. Review and Monitoring

All financial assistance decisions will be recorded and monitored to ensure fairness and consistency. This policy will be reviewed periodically to ensure it remains effective and sustainable.

10. Disclaimer

The organisation reserves the right to amend or withdraw this policy at any time without prior notice.