

THORPE HALL SCHOOL

Confidential Statement of Financial Circumstances in support of a Bursary Application

It is very important that all parts of the application are fully completed with all the accompanying documentation as the school will NOT accept or acknowledge incomplete forms

Please read the Notes for Guidance on pages 10 to 12 before completing this questionnaire

1. CHILD			
a	Full Names		
b	Date of Birth		
c	Current Year/Class or Proposed Term/Year of Entry		
d	Current School		
2. PARENT DETAILS			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
a	Names		
b	Title		
c	Address		
d	Post Code		
e	Daytime Tel		
f	Evening Tel		
g	Mobile		
h	e-mail address		

3. PARENTS' OCCUPATIONS			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
a	Occupation		
b	Employment Status		
c	Employer/Self-employment details: Company name, address & phone no Length of employment		
d	What type of business?		
e	Are you a Director or Shareholder or Proprietor of this Company or Business? If "yes", give percentage of shareholding	Yes / No	Yes / No

4. INCOME (Please enter all details for the year ended 5 April 2019)			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
<i>a</i>	<i>Gross salary and other emoluments (including all taxable benefits & expenses) for the year</i>		
<i>b</i>	<i>Taxable profits of trade or profession for the tax year ended 5 April 2019</i>	<i>(i)</i> <i>(ii)</i>	<i>(i)</i> <i>(ii)</i>
<i>c</i>	<i>Gross pension, widow's pension, state pension etc.</i>		
<i>d</i>	<i>Gross investment income from</i>		
	<i>Building Societies/Banks</i>		
	<i>Dividends and interest (other securities)</i>		
<i>e</i>	<i>Gross rental profit</i>		
<i>F</i>	<i>Social Security benefits (including Child Benefit and Child Tax Credits)</i>		
<i>g</i>	<i>Separation or Maintenance Allowance</i>		
<i>h</i>	<i>Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees</i>	<i>YES/NO</i>	<i>YES/NO</i>
<i>i</i>	<i>Benefits in Kind provided free by reason of employment not already included in (a) above</i>		
<i>j</i>	<i>Any other income or gains not included in (a) to (i) above e.g. trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc.</i>		

5. ANNUAL OUTGOINGS (see notes)			
		<i>Father/Stepfather</i>	<i>Mother/Stepmother</i>
<i>a</i>	<i>Tax payable on incomes declared above (including tax deducted at source)</i>	<i>(i)</i> <i>(ii)</i>	<i>(i)</i> <i>(ii)</i>
<i>b</i>	<i>National Insurance Contributions</i>		
<i>c</i>	<i>Pension or superannuation contributions</i>	<i>(i)</i> <i>(ii)</i>	<i>(i)</i> <i>(ii)</i>
<i>d</i>	<i>Mortgage repayments (include capital repayment as well as interest)</i>	<i>(i) Interest</i> <i>(ii) Capital</i>	<i>(i) Interest</i> <i>(ii) Capital</i>
<i>e</i>	<i>Endowment mortgages insurance</i>		
<i>f</i>	<i>Other insurances</i>		
<i>g</i>	<i>Any other loan repayments & interest payable e.g. overdrafts, credit cards, loans etc (please specify)</i>		
<i>h</i>	<i>Annual rent payable on principal residence</i>		

6. CAPITAL ASSETS (see notes)			
Approximate Market Values			
		Father/Stepfather	Mother/Stepmother
a	i. Bank & Building Society Accounts		
	ii. Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks		
	iii. PEPs, ISAs, TESSAs		
b	Value of principal residence		
c	Value of any other property, land or buildings either in UK or overseas		
d	Approximate market value of other possessions including house contents, collections, paintings, jewellery etc		
e	Value of motor vehicles		
f	Net worth/value of any businesses which you own or share		
g	Redundancy or other termination payments		
h	Insurance payments due to you		
i	Monies that are owed to you		
j	Other assets not listed e.g. share options, trust interests/assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc.		

7. CAPITAL LIABILITIES (see notes)			
		Father/Stepfather	Mother/Stepmother
<i>(Please give details of any capital charges against the assets declared in Section 6)</i>			
a	Mortgage Details		
	<ul style="list-style-type: none"> Amount outstanding on principal residence 		
	<ul style="list-style-type: none"> A final payment date 		
b	Loans		
	Credit Cards		
	Finance Leases		

8. FINANCIAL SUMMARY			
		Father/Stepfather	Mother/Stepmother
Capital Assets			
Capital Liabilities			
TOTAL NET ASSETS			
TOTAL INCOME			

Please explain any reasons why net assets cannot be converted or utilised to pay school fees

9. DEPENDANT CHILDREN (see notes) <i>(Include the child to whom this application refers</i>					
		1	2	3	4
a	Forename				
b	Date of Birth				
c	School or College				
d	Boarding or Day				
		£	£	£	£
e	Annual school or other educational fees (excluding extras and sundry disbursements)				
f	Compulsory additional school charges				
g	Amount of fees shown in (e) covered by:				
	• Scholarships, bursaries or other allowances given by school				
	• Annual sum arising from capital repayment scheme				
	• Services/diplomatic/company education allowances (gross) (state whether sum has been included in gross salary at 3 (a))				
	• Annual sum arising from educational insurance policies				
	• Assistance from any other sources eg grandparents, trusts, charities, etc (please specify)				
h	• Annual income of child (if any)				
	• Capital value of trust				
<i>The details requested with regard to the fees payable and grants on behalf of your other children are for information only and will not normally be taken into account in the assessment of the level of grant awarded</i>					

10. OTHER DEPENDANTS *(Please give details)* (see notes)

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11. PLEASE INDICATE THE LEVEL OF FEES PER ANNUM THAT YOU CAN AFFORD

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12. VERIFICATION OF INCOME & ASSETS – PLEASE PROVIDE THE FOLLOWING

P60 and P11D for tax year ending April 2019.		Copy of HMRC tax calculation issued under Self-Assessment	
Last 3 Pay Advice Slips		Confirmation of schedule D self-employment income from an independent accountant	
3 Months Bank Statements from all accounts held (deposit and current)			
Latest Company Report & Accounts (including Balance Sheet) for the years 2018 & 2019 (if less than 9 months old)			
Court Orders and Legal Separation agreements covering the payment of school fees and child maintenance			
Letters of confirmation for all/any Benefits received			
Latest Mortgage Statement for all/any properties – indicate main property / residence			
Current Tenancy/Rental agreement			
Latest loan and/or credit card statement(s)			
Investment Portfolio Valuation			
Latest Pension/Endowment Statement			
Current Schedule of Home Contents Insurance for main residence			
Any Other Current Legal Financial Documents (please specify)			

ALL DOCUMENTS SUBMITTED WILL BE RETURNED ONCE THE APPLICATION HAS BEEN PROCESSED – THE SCHOOL WILL KEEP COPIES OF DOCUMENTS FOR ALL APPLICATIONS IN A SECURE ENVIRONMENT AND IN LINE WITH DATA PROTECTION REGULATIONS..

13. HOME VISIT

The school may wish to visit you at your home address to discuss your application for support. Do you agree to this?	Yes / No (delete as appropriate)
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14. ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents who need financial assistance, all those who apply for a financial award from the school are asked first to enquire if they are eligible for assistance from any other source.

Please state whether you have applied to trusts or foundations for a grant, and if so to which and with what result.

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15. ANY OTHER INFORMATION *(continue on page 14 if necessary)*

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16. Why do you feel your child would benefit from a bursary assisted place at Thorpe Hall School?

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17. DECLARATION

After having read the attached notes, the following declaration should be signed by both parents/applicants (or see below):

We/I have read the notes and have made a complete and accurate declaration of our/my income and assets.

We/I understand that if we/I are/am offered a Bursary for our/my child and accept a place for him/her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

- a) Our/my child’s fees account with the School will be credited termly with the amount of the Bursary for so long as the award remains in effect;
- b) Any award of a Bursary is subject to annual review and we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the School and supply all relevant supporting evidence by the return date indicated;
- c) We/I will report immediately any material change in the financial position declared;
- d) The Bursary may be withdrawn or reduced if:
 - i. We/I act or our/my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our/my child at the School;
 - ii. We/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
 - iii. We/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
 - iv. In the opinion of the Head, our/my child’s attendance, progress or behaviour no longer merits the continuation of the award;
 - v. We/I are more than 28 days in arrears in respect of any amount due and owing to the School;
 - vi. There is a material change in our/my financial circumstances;
 - vii. The School’s resources are insufficient to maintain the level of the award.
- e) The Bursary will be withdrawn and the value of any amount of the Bursary previously credited against our/my child’s fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Bursary.

Signatures: (see note on Parents/Applicants)

Parent/Guardian*

.....Date.....

Parent/Guardian*

.....Date

**Each person with parental responsibility for the child is required to sign this form and the school is entitled to treat any information received from any person who has signed this form as having been on behalf of both or all such persons.*

NOTES FOR GUIDANCE FOR COMPLETION OF GRANT APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the School if further information or advice is required. These notes refer to the corresponding paragraph on the Form.

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted, and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs (HMRC) include the relevant national Taxation Authority.

SECTION 2: PARENTS/APPLICANTS

These are defined as:

- The natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- The parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
- The child's guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
- The person with whom the child resides in accordance with either:
 - i. A subsisting residence order made under section 8 of the Children Act 1989; or
 - ii. Any subsisting court order (other than a residence order) which specifies who is to have actual custody or care and control of the child; or
- Where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and he is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
- Where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person's partner (if any) where the partner normally resides with that person and the pupil in the same household.
- If parents are separated or divorced before or while their child attends the School, both mother and father will be required to complete and sign this Application Form.

SECTION 4: INCOME

- a) The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as bonus, commission etc, statutory sick pay, statutory maternity pay giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year. Taxable benefits in kinds agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – the amount agreed for taxable purposes.
- b) Profits from a business or profession – at the amount of GROSS income agreed by HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances). Copies of the latest set of accounts should be included.
- d) All other Investment income (eg interest or National Savings Bank deposits; dividends; annuities etc) should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. Building Society interest must be disclosed GROSS.
- f) All social security benefits received should be declared and type of benefit specified.
- g) Court Orders, Legal Separation Agreements and Voluntary Arrangements for School Fees – Where a parent is required by a Court Order, or a legal binding separation agreement (eg Deed of Separation) to pay a part of the School fees, then only that part of the fee which is not covered by the Court Order/agreement will be used to calculate any grant to be awarded. This is irrespective of whether or not the order or agreement is being complied with. Where the whole amount of the fees are required to be paid by virtue of a Court order or separation agreement, applicants are not eligible for a grant. You should indicate how many years are payable and any annual variations. All receipts relating to maintenance payments, separation allowances and sums in respect of Child Support maintenance must be declared.
- i) Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.
- j) Enter income from letting or subletting property at the amount of the NET profit agreed with HMRC; and royalties and all other sources including entertainment and travel allowances etc.

SECTION 5: OUTGOINGS

- a) Enter Income Tax and tax on unearned income SEPARATELY.
- c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.
- d) Enter capital as well as interest payment on a mortgage for the principal residence.
- e) Only complete this if repayment is affected by means of a full Endowment Policy.
- g) Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

SECTION 6: PARENTS'/APPLICANTS' CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

- a) The capital sum of any monies on deposit with any bank, deposit or building society. Investments in stocks and shares, valued as near as possible to the date of submitting the application form.
- b) The current market value of your principal residence. The current market value should be estimated by parents where a current valuation is unavailable.
- f) If you run your own business or are partners in a business, then you should show the net worth of the business. Shares in a company not listed on a stock exchange should be valued at the relevant proportion of the net value of the company.
- g) In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

SECTION 7: PARENTS'/APPLICANTS' CAPITAL LIABILITIES

Details of other liabilities should be provided along with the lender.

SECTION 9: DEPENDANT CHILDREN

Use column number 1 for the child for whom you are now applying at his/her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution which attracts a county grant.

- e) The figures to be inserted here refer to the current academic year.
- g) (iii) Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they receive. Parents in other occupations should include any similar sum.

(iv) Insurance Policies for School Fees – If any insurance policy for the payment of School fees exists, then the amount declared is the amount receivable under the policy for the academic year for which the application is being made. If the insurance policy covers the full cost of the tuition fees, then the pupil is not eligible for a grant. The types of policy concerned are those which stipulate that the company shall pay the school fees, in whole or in part, to the school in respect of the pupil.

(v) Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.
- h) Where the child has any unearned income, eg interest from National Savings, bank or building society deposits, or receives share dividends, you should enter the source of income and the gross amount received before deduction of any tax. Do not include any income from part time employment or student grants. You should enter the capital value of any beneficiary or other trust set up for each child.

SECTION 10: OTHER DEPENDANTS

If you qualify for a Carer's Allowance, or have an aged grandparent or relative living with you or dependant upon you, please provide details including age, address, condition, etc.

ANY OTHER INFORMATION *(continued from page 8)*