

CONFIDENTIAL

To school

Confidential Statement of Financial Circumstances In support of an application for a Grant

Please read the Notes for Guidance before completing this questionnaire

This questionnaire is in the form recommended by the Independent Schools' Bursars Association

FOR SCHOOL
USE ONLY

1. CHILD

(a) Full Names

(b) Date of Birth

(c) Term/Year of Entry (if not yet enrolled)

2. PARENTS (See Note 2)

Father/Step-father

Mother/Step-mother

(a) Names

(b) Style or Title

(c) Address(es)

(d) Occupation

(e) Retired - Employed - Self Employed - Unemployed (circle which applies)

(f) Name and Address of

Employer or Business

(g) Are you a Director or Proprietor of this Company or Business If "YES" state proportion of Company or Business you and /or your spouse/partner own	YES/NO	YES/NO
(h) Daytime Tel No.		
Evening Tel No.		
Mobile Tel No.		
Fax No.		
E-mail address		

3. INCOME (See Note 3)

(Please enter below your current earnings and expected income from all sources for this tax year)

	Father £	Mother £
(a) Gross Salary and other similar earnings (including all taxable benefits & emoluments)		
(b) Profits of business, farm, estate or profession		
(c) Gross pension, widow' pension etc		
(d) Gross investment income from:		
i) Building Societies/Banks		
ii) Dividends		
(e) Gross income from property		
(f) Social Security benefits (including Child Allowance)		
(g) Separation or Maintenance Allowance		

	Father £ YES/NO	Mother £ YES/NO
(h) Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees		
(i) Benefits in Kind provided free by reason of employment		
(j) Any other income not included in (a) to (i) above		
4. OUTGOINGS (See Note 4)		
(a) Tax payable on Incomes declared above (including tax deducted at source)		
(b) National Insurance Contributions		
(c) Superannuation Contributions		
(d) Mortgage Interest (include capital repayment as well as interest)		
(e) Endowment mortgage insurance		
(f) Any other interest payable (please specify)		
(g) Annual landlord rent payable on principal residence		
5. CAPITAL ASSETS (See Note 5)		
(a) Approximate market value of all investments		
i) Building Society/Bank Deposits		
ii) Equity investments, Government stocks		
iii) PEP's, ISA's, TESSA's		

	Father £	Mother £
(b) Approximate market value of principal residence (<i>freehold or leasehold</i>)		
(c) Approximate market value of other possessions including house contents car etc.		
(d) Cash at banks or elsewhere (<i>current account only</i>)		
(e) Approximate market value of any other assets (<i>please specify and include market value of any Insurance Policies maturing in this tax year or the last five years</i>)		
(f) Net worth/value of any businesses which you own/share		
(g) Approximate market value of any other properties owned either at home or abroad		
(h) Redundancy, employment separation or lump sum payments		
6. CAPITAL LIABILITIES (See Note 6)		
<i>(Please give details of any capital charges against the assets declared in Section 5)</i>		
(a) Mortgages - amount outstanding on house		
(b) Other Liabilities (<i>please specify</i>)		
SUB-TOTAL ASSETS (5)		
LIABILITIES (6)		
NET ASSETS (5 - 6)	_____	_____

You should indicate if there are any reasons why net assets cannot be converted or utilise to pay school fees or to fund fees.

DEPENDENT CHILDREN (See Note 7)

(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)

	1	2	3	4
(a) Forename				
(b) Date of Birth				
(c) School/College				
(d) Boarding/Day				
	£	£	£	£
(e) Annual School or other educational fees(<i>excluding extras and sundry disbursements</i>)				
(f) Compulsory additional school charges				
(g) Amount of fees shown in (e) covered by:				
i) Governement Assisted Places Scheme, Scholarships, Bursaries or allowances given by school				
ii) Annual sum arising from capital repayment scheme				

iii) Services/Diplomatic/ Company Education Allowances (gross) (state whether sum has been included in gross salary at 3 (a))				
iv) Annual sum arising from Educational Insurance Policies				
v) Assistance from any other sources eg Grandparents, trusts settlements etc (<i>please specify</i>)				
(h)				
i) Annual income of child (<i>if any</i>)				
ii) Capital Value of Trust				

The details requested with regard to the fees payable and grants received 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.

8. OTHER DEPENDENTS (See Note 8) (*Please give details*)

9. ANY OTHER RELEVANT INFORMATION (See Note 9)
(*Continue on a separate page if necessary*)

10. VERIFICATION OF INCOME

Please enclose documentary evidence in support of the income in Section 3.

Please tick those you are enclosing:

P60 Schedule D Tax Assessment

March Pay Advice Schedule E Tax Assessment

Report and Accounts (including Balance Sheet) for the years

Others (*Please specify*)

VERIFICATION OF ASSETS

Please enclose documentary evidence of capital assets and tick those you are enclosing:

Property Valuation Investment Portfolio Valuation

Mortgage Statement Contents Insurance

11. 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 declaration of our/my income and assets

We/I understand that if we/I are/am offered a Grant for our/my child and accept a place for him/her at the school: -

- a) our/my child's fees account with the School will be credited termly with the amount of the Grant
- b) we/I understand that any award or grant is subject to annual review and that 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) undertake to report immediately any material change in the financial position declared;
- d) the Grant may be withdrawn or reduced, and in certain circumstances, past payments reclaimed if:
 - i) there is a breach of the School's Terms and Conditions attached to the acceptance of a place for our/my child;
 - ii) we/I have knowingly and /or recklessly provided false information;
 - iii) we/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
 - iv) we/I have failed to produce any additional information required by the School to evidence our/my financial circumstances
- v) there is in the view of the Head either unsatisfactory work or conduct;
- vi) the School's resources are insufficient to maintain the level of award.

Signatures

Father Date

Mother Date

If the above declaration is signed by only one parent, please delete as necessary below.

Divorced/separated/widowed/other (state reason)

ASSISTANCE FROM OTHER SOURCES

In order to help the greatest number of parents, who need financial assistance, all those who apply for a grant 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 which and with what result.