

**ST MARGARET'S**  
SCHOOL

# Bursary Application Form

## **CONFIDENTIAL**

**Confidential Statement of Financial Circumstances in  
support of an application for Fees Assistance**

If you have any queries, or would like assistance in completing your application,  
please contact Finance on 020 8416 4400

Please return the completed form along with photocopied documentation to:  
Finance Department, St Margaret's School, Merry Hill Road, Bushey, Hertfordshire, WD23 1DT

**NOTES FOR PARENTS ON COMPLETING A FEES ASSISTANCE  
APPLICATION**

## DECLARATION CONCERNING VALIDITY OF INFORMATION

Parents are reminded that if false information is knowingly or recklessly provided in any particular, the School may withdraw the fee assistance award and seek to recover any benefits received under the award. Bursaries are subject to certain conditions (see back page), and a parent's acceptance of the fee assistance is taken as acceptance of these conditions.

## PARENTS

The persons about whom details should be given on the form are as follows:

- the natural father and mother of the child; or
- the parent of the child with whom the child resides and the spouse of that parent where the spouse normally resides with that parent and the child in the same household; or
- the child's legal guardian and the spouse of that guardian where the spouse normally resides with that guardian.

Where parents are divorced the natural parents of the child are expected to make a joint application wherever possible.

Separate forms can be issued on request by reason of confidentiality.

On the form, for simplicity, any male parent, step-parent or guardian is referred to as 'father' and any female parent, step-parent or guardian as 'mother'.

## FINANCIAL CIRCUMSTANCES AND CAPITAL STATEMENT

These sections must be completed in full. Enter nil if applicable but **do not leave any boxes blank**.

Income, expenditure and capital valuations should be as at the date the form is signed.

As a general principle gross income before tax should be declared. Income from all sources must be included. In all cases income arising outside the UK should be included. No deductions should be made in respect of allowances made for tax purposes. The amount to be declared should include any amounts received as profit related pay or by virtue of a salary surrender scheme.

Parents should declare the gross amount of all income received by children who are wholly or mainly dependent on them, excluding only sums earned from part-time employment and sums received as scholarships or student awards.

## VERIFICATION

Parents must provide **copies** of documentary evidence as requested on the check list enclosed. Failure to provide adequate evidence may result in the School being unable to process your application.

## FEES IN LIEU OF NOTICE

The benefits payable under an award do not apply to any term for which the School has required payment of fees in lieu of notice.

## PERSONAL DETAILS

CHILD			
a	Full Names		
b	Date of Birth		
c	Term/Year of Entry		
PARENT CONTACT DETAILS			
		Father/Step Father	Mother/Step Mother
a	Names		
b	Title		
c	Address		
d	Post Code		
e	Day time Tel		
f	Evening Tel		
g	Mobile		
h	Fax		
i	E Mail Address		
PARENTS' OCCUPATIONS			
a	Employed ( complete employer's address and phone number)		
b	Self-employed (complete type of business)		
	Are you a Director or Shareholder or Proprietor of this Company or Business?	Yes / No	Yes / No
	If "YES" state proportion of Company or Business you and/or your spouse/partner own		
c	Unemployed		
d	Retired		

# CAPITAL STATEMENT AT

/ /

ASSETS (Current market value)			
		Father/Step Father £	Mother/Step Mother £
a	House/Property ( <i>principle residence</i> )		
b	Other houses/properties ( <i>give address details below</i> )		
c	Cars/s		
d	Possessions: ( <i>including contents of house &amp; personal items</i> )		
e	Interests in trusts:		
f	Building society deposits:		
g	Cash in bank:		
h	Endowment Life Assurance policies: ( <i>giving date of maturity</i> )		
i	Investments:		
j	Other assets: ( <i>give details, value of business etc.</i> )		
<b>TOTAL ASSETS =</b>			
Address/es of other houses/properties:			
LIABILITIES			
		Father/Step Father £	Mother/Step Mother £
a	Mortgage/s:		
b	Bank overdraft:		
c	Credit cards:		
d	Other borrowing: ( <i>give details</i> )		
<b>TOTAL LIABILITES =</b>			

FINANCIAL CIRCUMSTANCES

ANNUAL INCOME			
(All income to be stated in gross)			
		Father/Step Father £	Mother/Step Mother £
a	Salary:		
b	Pensions:		
c	Benefits in kind provided free by reason of employment		
d	Gratuities or lump sum payments:		
e	Business income:		
f	Investment income:		
g	Trust income:		
h	Capital gains:		
i	Building society, bank & other interest:		
j	Net rental income:		
k	Maintenance & alimony:		
l	Any other income:		
TOTAL GROSS INCOME =			
TAXATION			
		Father/Step Father £	Mother/Step Mother £
a	Tax on income capital gains:		
b	Tax on capital gains:		
c	National Insurance:		
TOTAL TAX/ NATIONAL INSURANCE =			

GOVERNMENT ASSISTANCE,  
CHILD BENEFIT, WORKING  
FAMILY TAX CREDITS, OTHER  
– please detail

(including value of board and/or  
Residence or other non-taxable  
Benefits provide free by reason of  
employment)

_____	_____
_____	_____
_____	_____
_____	_____

ANNUAL EXPENDITURE			
		Father/Step Father £	Mother/Step Mother £
a	Rent:		
b	Mortgage – capital		
c	Mortgage - interest		
d	Council Tax:		
e	Water rates:		
f	Gas & Electricity:		
g	Food:		
h	Clothing:		
i	Telephone/Broadband:		
j	TV:		
k	Medical:		
l	Vehicle running costs:		
m	Maintenance & alimony:		
n	Pension contribution:		
o	Loan repayments: (other than mortgage)		
p	Personal Expenditure: (if not already provided)		
q	Other:		
TOTAL EXPENDITURE =			

**DEPENDENT CHILDREN**

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

	1	2	3	4
Forename				
Date of Birth				
Name of School or College				
Boarding or Day				
	£	£	£	£
Annual school or other educational fees (excluding extras and sundry disbursements)				
Compulsory additional school charges				
Tutoring & music lessons:				

**Amount of fees shown above covered by:**

	£	£	£	£
Scholarships, Bursaries or other allowances given by school				
Assistance from other source: (e.g.: grandparents, trusts, employers, settlements, etc.)				

**Annual income of child:**

	£	£	£	£
(include trust income, interest received etc.)				
Childcare costs: (please detail)				

**ANY OTHER DEPENDENTS**

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DOCUMENTATION CHECKLIST

To ensure your application is complete, please enclose documentation that supports your completed application form. This checklist is an indication of the documentation we require, it is not a definitive list.

Please indicate whether the following items are enclosed or not-applicable to your circumstances. Please telephone Finance on 020 8416 4400 for guidance if necessary.

Documents should be **copies** and originals should be made available upon request. All applications that are not progressed will be destroyed along with the documentation provided.

Enclosed      Not  
                    Applicable

ASSETS

☐☐

Recent house valuation *(if made personally, please state how)*

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Valuation of second house *(if made personally, please state how)*

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Investments *(please show the valuation of each investment separately)*

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One month's bank statement for all bank accounts including business accounts.

Enclosed      Not  
                    Applicable

INCOME (All sources of income must be supported by documentation).

☐☐

Last available HMRC self-assessment return (unabridged) and HMRC tax calculation.

*(The tax calculation may be forwarded as soon as it is available. If the last available self assessment return is not that of the previous tax year, you are asked to provide a copy of that return as soon as it is available.)*

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P60

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Copy of latest trading accounts

☐☐

Rent book or other documentation for rents received, other than those included on your tax return *(i.e. received under rent a room allowance)*

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Other *(please specify)*

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Not  
Enclosed Applicable

**EXPENDITURE**

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Mortgage statement

☐☐

Rental Agreement

☐☐

Other documentation

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**HOME VISIT**

The school may wish to visit you at your home address to discuss you're application for support. Please indicate whether you are happy to receive a visit from the school's representative.

Yes / No *Delete as appropriate.*

## Assessing your application – Data Protection considerations

The school reserves the right to make all decisions regarding your application for a fees assistance but may employ the services of Bursary Administration Limited (BAL) to prepare the information which is used to make the decision.

This means that, for the purposes of your application:

- the school is the Controller of your information
- BAL is the Processor of your information
- BAL is registered with the Information Commissioner's Office and has satisfied the school as to its arrangements regarding the security of any information and documents you may provide as part of your application.

Please note that no application will be considered unless the process as detailed below is followed. **IN MAKING THIS APPLICATION AND COMPLETING THIS FORM YOU WILL BE TAKEN TO HAVE CONSENTED TO THE PROCESSING OF FINANCIAL AND PERSONAL DATA RELATING TO THE APPLICANTS, PERSONAL DATA RELATING TO THE CHILD, AND SENSITIVE PERSONAL DATA RELATING TO THE APPLICANTS AND THE CHILD. RELEVANT INFORMATION MAY BE OBTAINED FROM THIRD PARTIES. YOU ARE ALSO TAKEN TO HAVE CONSENTED TO THE FOLLOWING PROCEDURE:**

1. An Application Form will be completed and sent to the school. Supporting paperwork as required must be included. This will be scanned and forwarded securely to BAL using Microsoft Sharepoint so that BAL may prepare the information in the format required by the school.
2. BAL will contact you to make arrangements for a home visit if this has been requested by the school, or to make enquiries which will ensure that any paper financial review is as correct as it can possibly be.
3. BAL will send its report on your application securely to the school through Sharepoint and will then withdraw from the process unless the school has any further enquiries it wishes BAL to make.
4. Your electronic records will be kept securely on Sharepoint, and will be deleted four years after they are no longer required.

Please be assured that this process is undertaken for the purposes of considering your application for Fees Assistance only, and your information will not be passed to any third party or used in any other way whatsoever. BAL can arrange to share reports between schools if you are applying to more than one school for Fees Assistance, but this will not be done without your written permission (email will suffice), and the permission of the school on whose behalf BAL first visited.

You are entitled to request that your information be deleted permanently at any time.

It should be noted that the report produced by Bursary Administration is the property of the school and the Information Commissioner's Office regards your report as confidential and exempt from the provision of Subject Access Requests.

**I/we have read the above and consent to my/ours and the child's/children's information being processed in the manner described above:**

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Date: \_\_\_\_\_

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### ANY OTHER RELEVANT INFORMATION

This should include any recent changes in your circumstances. In addition it would be helpful if you could tell us how much you feel you could pay towards the fees and what steps you have taken to maximise your income and reduce your outgoings. (*Please continue on blank sheet if necessary*)

[illegible]

# CERTIFICATE

I/We declare that I/we have checked this form and to the best of my/our knowledge all information provided is a true and correct representation of the facts relevant to this application. I/We undertake to renew this statement annually, if called upon to do so, and in any case to report immediately any material change in the financial position detailed. I/We understand that if false information is knowingly or recklessly provided in any particular, the school may withdraw the bursary award and seek to recover any benefits received under the award. I/we have read and understood the bursary conditions of award (see back page).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ (Father)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ (Mother)

# FEES ASSISTANCE TERMS AND CONDITIONS

- 1. Grant of Fees Assistance.** A fees assistance is granted at the sole discretion of St Margaret's School.
- 2. Obligations of the pupil.** The pupil who is subject of a fees assistance is required to work hard, to continue to contribute positively to the life of the school, to be a credit to the school, and set a good example to other pupils. The pupil must adhere to the school's required standards of conduct and progress.
- 3. Obligations of the parent(s).** The parent(s) are required to support and encourage the pupil, treat members of the school community reasonably, and comply with the school standard terms and conditions.
- 4. Annual review.** All means-tested awards will be subject to annual review and parents shall each year be required to complete a financial means questionnaire. After any annual review, the school reserves the right to vary the value of the fees assistance with immediate effect and will confirm the new value in writing to the parents.
- 5. Withdrawal of the fees assistance.** The fees assistance may be withdrawn by written notice sent to a parent if, in the opinion of the governors acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 2, 3 and 4 above or otherwise the pupil has fallen below the required standard of conduct and progress and in the further opinion of the governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal of the fees assistance shall take effect from the start of the following term.

Further the fees assistance may be withdrawn by written notice if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.
- 6. Repayment of the fees assistance.** The parent(s) will be required to repay all or part of the fees assistance if it is terminated in the following circumstances:
  - a. If parents have knowingly or recklessly provided false or inaccurate information about their financial position.
  - b. If the pupil has been found to have committed a serious breach, or series of persistent minor breaches, of discipline for which the sanction would normally be expulsion or required removal, up to three terms benefits may be repayable.
- 7. Fees in lieu of notice.** For the avoidance of doubt, the benefits payable under the fees assistance do not apply to any term for which the school has required payment of fees in lieu of notice.
- 8. Conditions of the fees assistance.** These conditions take precedence over any of the school's standard terms and conditions which are inconsistent with them but in all other respects the school's terms and conditions as amended from time to time shall apply and these fees assistance conditions shall be interpreted with them.