Withington GIRLS' SCHOOL

Senior School

MEANS-TESTED BURSARY APPLICATION FORM 2017/2018

1 YOUR CHILD'S DETAILS

First Name/s | Surname

Date of Birth | Year group in 2017/2018

2 PARENTS' DETAILS AND EMPLOYMENT STATUS

There is an expectation that parents will, where possible, provide evidence of steps taken to maximise their income. This part of the form should be completed in accordance with the guidelines given in Note 3.

Mother

Title | First Name | Surname

Address

Postcode

Email address

Telephone numbers | Home | Work | Mobile

Unemployed | Employed | Self-employed (delete as appropriate)

Profession, business or trade:

Name and address of employer, or address of business

Postcode

Father

Title | First Name | Surname

Address (if different from above)

Postcode

Email address

Telephone Numbers | Home | Work | Mobile

Unemployed | Employed | Self-employed (delete as appropriate)

Profession, business or trade:

Name and address of employer, or address of business

Postcode

3 Name/s of any other resident adult/s

Unemployed | Employed | Self-employed (delete as appropriate)

Their profession, business or trade:

SAMPLE

4 Court orders and separation agreements for school fees? [see note 3b] Yes No

If Yes, please state the amount paid per year in respect of the school year 2016/2017 £

5 Do you have an insurance policy specifically to pay school fees? [See note 3c] Yes No

Please state the name of the Company

Please state the amount paid per annum £

All parents must complete **Section 7** entering amounts in whole pounds and NIL in all places where applicable. Actual income should be declared for the financial year 2015/2016 and estimated income for the financial year 2016/2017. Those who use an accounting year other than the 'tax year' ending 5th April should state this fact and give the dates to which the income declared refers. ***Section 6*** *should be completed only by self-employed parents or others entering estimated income figures for 2015/2016 at* ***Section 7****, rather than actual income figures [see Note 4].*

6 If entering estimated income figures for 2015/2016 please state:

a) Period for which latest actual figures are available

b) Latest actual figures for earned income (*accounts and tax return should be provided*) £

c) Date when actual figures for 2015/2016 are likely to be available

7 **INCOME:** Please complete the table below showing income from all sources, before deduction of tax, for the financial years 2015/2016 and 2016/2017 [ie 6 April 2015 to 5 April 2016, and 6 April 2016 to 5 April 2017]. See Notes 4 - 13.

		2015/2016 Actual £	2016/2017 Estimate £	Supporting Documents Required
a)	Earned income - Father [Notes 4- 6]			Payslips, P60 or tax return
	Benefits in kind - Father			Supporting documents
	Earned income - Mother [Notes 4- 6]			Payslips, P60 or tax return
	Benefits in kind - Mother			Supporting documents
b)	Occupational Pensions received [Note 7]			Payslips, P60 or tax return
c)	Government Benefits: Child Benefit			HMRC Letter
	Tax credits			HMRC Letter
	Social Security payments			HMRC Letter
	Any other benefits			HMRC Letter
d)	Property income [Note 8]			Contract or letter and evidence of related costs
e)	Building Society Interest [Note 9]			Bank or Building Society statement
f)	Other investment income GROSS [Note 10]			Supporting Documents
g)	Separation Allowance or Maintenance Payments [Note 11]			Copy of Court Order or Separation Agreement
h)	Any other income not included above [Note 12]			
	TOTALS			

8 **CAPITAL ASSETS**

Supporting

SAMPLE

			Documents Required
	Cash – Bank and Building Society balances	£	Please enclose the last three months statements for each account
	All other investments	£	Please itemise on a separate sheet.
	Estimated value of properties	£	Recent sale price of similar property nearby (can be found online)
	Total	£	
	Make, model and year of car (s)		
9	**OUTGOINGS**		
	Mortgage repayments		Mortgage statement for each property
	Rent		Rent agreement or letter
	Maintenance payments		Copy of Court Order or Separation Agreement

10 DEPENDENT CHILDREN. Give details in respect of all children wholly or mainly dependent on the parents, including the child for whom this application is made [Note 13]

Name	Date of Birth	Children's Unearned Income		Supporting Documents
		2015/2016 Actual Income	2016/2017 Estimated Income	
Applicant:		£	£	Payslip, scholarship or other awards
1		£	£	Payslip, scholarship or other awards
2		£	£	Payslip, scholarship or other awards
3		£	£	Payslip, scholarship or other awards
4		£	£	Payslip, scholarship or other awards
TOTALS		£	£	

11 a) **Other Bursary holders** Give details of other dependent children who will hold a bursary in 2017/2018

Name School

Name School

b) Give details of any other dependent for whom an application for assistance is being made for 2017/2018

Name School

Name School

PARENTS MUST PROVIDE COPIES OF DOCUMENTARY EVIDENCE TO SUPPORT THIS APPLICATION

SAMPLE

12 Please indicate those documents which you are enclosing. Where the appropriate document is not available please enter the date by which you will be able to produce it.

Checklist for parents who are employees	Yes/No	Checklist for parents who are self-employed	Yes/No
P60 2015/2016		Tax return for 2015/2016	
December 2016 payslip		Copy of latest accounts	
Mortgage/rental statement		Accountant's statement	

For all parents (where applicable)	Yes/No
Copy of correspondence confirming value of Government benefits ie Tax Credits, Child Allowance etc	
Statement from investment/bank account/(s) showing balance and interest	
Correspondence or other documentation to support any other figures included above	
Mortgage statement, showing balance outstanding	

Lack of documentary evidence may jeopardise the award of a bursary
The School reserves the right to seek any other documentary evidence it deems necessary in order to support the application

DECLARATION

After you have read Notes 1 - 3 carefully, and completed this form, the following declaration should be signed by both parents [or see below].

I/We declare that to the best of my/our knowledge and belief, all particulars here submitted are true and contain a full statement of my/our income from all sources during the periods shown.

I/We understand that the provision of false information may lead to my/our child being disqualified from assistance under the scheme.

Signature (Father) Signature (Mother)

Date Date

If the above declaration is signed by only one parent please indicate the reason:

Divorced / legally separated / widowed / other (state reason)

If divorced, separated or widowed, please provide documentary evidence.

SAMPLE