

CONFIDENTIAL

To: **Mrs S Barker, Head of Finance**, The Bursary, 10 Little Church Street, Rugby, CV21 3AW

Confidential Statement of Financial Circumstances in support of an application for a Bursary

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

Please note that, unless in the School's opinion there are compelling reasons to the contrary, all parents will be expected to sign this application and supply information as required by the School. Please see page 10 for further details. If this will not be possible, please contact the Bursary on 01788 556260 before submitting this application.

1. CHILD

- (a) Full Name
- (b) Date of Birth
- (c) Term/Year of Entry (if not yet enrolled)
- (d) Boarder / Day Pupil (please delete as appropriate)

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2. PARENTS (See Note 2)

- | Delete as appropriate: | Father/Stepfather | Mother/Stepmother |
|---|-------------------|-------------------|
| (a) Names | | |
| (b) Age | | |
| (c) Style or Title | | |
| (d) Address(es) | | |
| | | |
| (e) Occupation | | |
| (f) Status (Please state e.g. Employed, Self Employed, Unemployed, Retired) | | |
| | | |
| (g) Name & address of Employer or Business | | |
| | | |
| (h) Are you a Director or Proprietor of this Business? | YES / NO | YES / NO |
| If "YES" state proportion of Business you and/or your spouse own | | |
| (i) Please list any other companies of which you are a director | | |
| (j) Daytime tel no. | | |
| Evening tel no. | | |
| Mobile tel no. | | |
| E-mail | | |

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) Director's Fees
(d) Gross pension, widow's pension, etc
(e) Gross income from:		
i) Building Societies/Banks/PEPs/ISAs/TESSAs
ii) Dividends
(f) Gross income from properties
(g) i) Income Support
ii) Jobseeker's Allowance
iii) Disability Living Allowance
iv) Carer's Allowance
v) Housing Benefit
vi) Council Tax Benefit
vii) Any other benefit (please state)
(h) Working Tax Credit
(i) Child Tax Credit
(j) Child Benefit
(k) Separation or Maintenance Allowance
(l) Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.	YES / NO	YES / NO

(m) Benefits in Kind provided free by reason of employment
(n) Any other income not included in (a) to (m) above, including trust income (please provide details)

4. OUTGOINGS (See Note 4)

(a) Tax payable on incomes declared above:		
Earned
Unearned
(b) National Insurance Contributions
(c) Pension contributions
(d) Mortgage (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)	Father £	Mother £	FOR SCHOOL USE ONLY
(a) Approximate market value of all investments			
i) Building Society/Bank deposits	
ii) Equity investments, Government stocks	
iii) PEPs, ISAs, TESSAs, TOISAs	
(b) Cash at banks or elsewhere (current accounts)	
(c) Approximate market value of principal residence (freehold or leasehold)	
(d) Approximate market value of all other possessions including house contents, car, etc	
(e) Market value of any Insurance Policies maturing in this tax year or the next five years	
(f) Approximate market value of any other assets held in the UK or abroad (please provide details)	
(g) Net worth/value of any businesses which you own or share	
(h) Approximate market value of any other properties owned either at home or abroad	
(i) Redundancy, employment separation or lump sum payments	
(j) Monies owed to you	
(k) Other assets not listed e.g. share options, trust interests / assets held on your behalf by third parties, assets likely to be received in the near future etc.	

6. CAPITAL LIABILITIES (See Note 6)

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(Please give details of any capital charges against the assets declared in Section 5)

(a)	Mortgage	- amount outstanding on principal residence
		- final payment date
(b)	Other liabilities (please specify)	
		
SUB-TOTAL	ASSETS (5)	
	LIABILITIES (6)	
	NET ASSETS (5-6)		=====	=====

Please indicate if there are any reasons why net assets cannot be converted or utilised to pay school fees.

7. **DEPENDENT CHILDREN** (See Note 7)

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(Include the child to whom this application refers in column 1. If more than 4 children, give details on a separate sheet)

	1	2	3	4
(a) Forename
(b) Date of Birth
(c) Name of 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:
i) Scholarships, Bursaries or other 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 (please specify)
(h) i) Annual income of child (if any)
ii) Capital Value of Trust (if any)
(i) Number of children of pre-school age not included above and their ages	No:	Ages:		

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

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

10. ASSISTANCE FROM OTHER SOURCES

(i) In order to help the greatest number of parents who need financial assistance, all those who apply for a bursary 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.

(ii) Is financial assistance towards School fees available from other family members e.g. grandparents? YES / NO

If yes, please provide details of the amount of assistance available

11. EXCHANGE RATE

If any of the assets, liabilities, income or expenditures declared in this form arise outside the United Kingdom please state currency in which they arise and the rate of exchange that you have used to convert the amounts to £ sterling

Currency Rate (Currency per £)

12. PARENTAL CONTRIBUTION

How much do you believe you can contribute annually towards the School fees for the child(ren) named on this application

13. VERIFICATION

Please note that your application cannot be assessed until all required documentation is provided. Wherever possible please provide copies rather than original documents.

(a) You must provide documentary evidence (father and mother where applicable) in support of all figures shown in Sections 3 and 4, including a copy of your most recent payslip, P60 and tax return. Please list below the items that you are enclosing.

(b) You must provide documentary evidence of capital assets and liabilities in support of the figures shown in Sections 5 and 6, including current copies of bank and/or building society statements for all accounts held in either and/or both parents' name, even if the balance is nil. Please tick items that you are enclosing.

- Bank and building society statements for the last 12 months
- Credit card statements for the last 12 months
- Property valuation for principal residence and other properties in the UK or abroad
- Latest mortgage statement on your principal residence and all other properties including verification of your current mortgage repayments
- Current investment portfolio valuations including equities, government stocks, PEPS, ISAS, TESSAs, TOISAS etc
- Latest Annual Report & Accounts of businesses which you own in full or in part and the most recent management accounts for the current year
- Others (please specify)

14. MEETINGS WITH PARENTS AND/OR GUARDIANS

The School reserves the right to meet parents and/or guardians (at their home if possible) to discuss their application for financial assistance before any recommendation is made to the Bursaries Committee on the level of support, if any, to be offered. Please state if there is any reason why such a meeting could not take place.

15. 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 we/I may be requested to provide further documentary evidence to verify income and assets declared.

We/I understand that if we/I are/am offered and accept a bursary for our/my child

- a) our/my child's fees account with the School will be credited termly with the amount of the bursary;
- b) we/I understand that any award or bursary is subject to review on an annual basis or on such terms as the School may determine 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) We/I undertake to report immediately any material change in the financial position declared (including any one-time receipts e.g. from an inheritance);
- d) the bursary may be withdrawn or reduced, and in certain circumstances, past payment 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 at the school;
 - 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) we/I have failed to report immediately any material change in our/my financial position;
 - vi) there is in the view of the Head either unsatisfactory work or conduct;
 - vii) the School's resources are insufficient to maintain the level of award.

We/I declare that to the best of our/my ability we/I have accurately and fully answered the questions in this application. We/I understand that all parents are required to sign this application form and supply information required by the School. We/I understand that our/my application will not necessarily result in the award of a bursary.

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)

**For the School's monitoring purposes and records only it would be helpful if you could please indicate whether you are an Old Rugbeian.*

There are limited funds available for bursaries; therefore, in order to allow the School to offer financial assistance to future applicants who meet the criteria for bursary awards, we would be most grateful if parents would consider repaying all or part of the bursary received when and if their circumstances allow.

PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM

A parent whose child has been awarded a Foundationership or a Scholarship may apply to have that award augmented at any time. Where no such award has been made, a parental decision to accept a place for their child at the School must be made based on a reasonable expectation of being able to fund that place throughout their child's time at the School. Where a significant change of circumstances (e.g. substantial reduction in earnings or redundancy) changes that expectation, a parent may apply for a bursary which may be awarded after their child has completed one year at the School.

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

Applicants should be aware that, unless there are compelling reasons to the contrary, all parents, as defined below, will be expected to sign the application for a scholarship augmentation or bursary.

If this form is not completed by all relevant persons listed below, the School reserves the right to require evidence of parental circumstances.

The School reserves the right to seek any other documentary evidence in support of the income, outgoings, assets and liabilities figures submitted, and to make enquiries which it deems necessary. Applications cannot be assessed until all required documentation is provided.

All financial values should be shown in Sterling. If net income or net assets arise in a different currency, please state the currency and the rate of exchange used at section 11 of the form. References to Inland Revenue should include the relevant national Taxation Authority.

2. PARENTS/APPLICANTS

These are defined as any person who:

- i) has parental responsibility for the child (i.e. legal responsibility for the child) and/or
- ii) has accepted responsibility for the child's attendance at the School and/or
- iii) has signed the Registration Form (if the child has not yet entered the School) or the Acceptance Form (if the child has already entered the School).

Circumstances in which a person will be considered to have responsibility for the child's attendance at School include if he or she is the partner of a person with parental responsibility and normally resides with that person and the child in the same household.

3. 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 kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at 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, losses and stock relief). Copies of the latest set of accounts must be included.
- e) 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.

- g) All social security benefits received should be declared and type of benefit specified.
- l) 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 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. 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.
- m) Include free benefits in kind agreed by Inland Revenue as not subject to tax, eg representative occupation of house, free meals.
- n) Includes e.g. royalties and any amounts received from trusts and other sources including entertainment and travel allowances etc.

4. OUTGOINGS

- a) Enter Income Tax and tax on unearned income SEPARATELY.
- c) Enter annual pension contributions.
- d) Enter capital as well as interest payment on a mortgage for the principal residence.
- e) Only complete this if repayment is effected by means of a full Endowment Policy.
- f) Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

5. 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 taker or building society.
Investments in stocks and shares, valued as near as possible to the date of submitting the application form.
- c) The current market value of your principal residence.
- g) 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.
- h) In the case of second homes and/or other properties, these should also be included at their current market value; no allowance will be made for any outstanding mortgage. You should provide documentary evidence for the market values declared.

6. PARENTS'/APPLICANTS' CAPITAL LIABILITIES

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

7. DEPENDENT 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.

- 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 bursary. 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 Deed has been drawn in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment under the Deed 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.

8. OTHER DEPENDENTS

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

9. ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a bursary. In particular, where the applicants have previously paid the full school fees without assistance, please indicate what significant change in circumstances gives rise to this application.