

BRIGHTON COLLEGE

Confidential Statement of Financial Circumstances in Support of an Application for a Bursary

School Year for which application is to be made 2010/11

FULL NAME OF CHILD	
DATE OF BIRTH	
YEAR GROUP IN 2010/2011	

Section 1 – Parents

	<u>FATHER / PARTNER</u>	<u>MOTHER / PARTNER</u>
Full Name
Title
Address
Occupation
Name & Address of Employer or Business
Daytime Telephone Number
Evening Telephone Number
Mobile Telephone Number
E-mail Address

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Section 2 – Income of Household

Please enter below your earnings for the Tax Year 2009/10

	<u>FATHER / PARTNER</u>	<u>MOTHER / PARTNER</u>
Gross salary
Bonuses received in the year
Profits of business or profession
Income from property
Pension income
Child allowance, tax credits and any other social security benefits (please give details)
Benefits in kind
Separation or maintenance allowance (please enclose copy of court order or separation agreement)
Any other income, gratuities or lump sum payments

Please provide proof of income: P60 or March 2010 payslip; self assessment tax return; Inland Revenue statement

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Section 3 – Outgoings of Household

	<u>FATHER / PARTNER</u>	<u>MOTHER / PARTNER</u>
Tax payable on income declared in section 2
National insurance contributions
Pension contributions
Mortgage interest <i>(please enclose copy of Mortgage Statement)</i>
Mortgage capital payments
Any other interest payable <i>(please specify)</i>
Any annual rent payable on home
Total spend on holidays in past year <i>(please provide details)</i>

Please provide copies of bank statements for the last 3 months.

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Section 4 – Capital Assets and Liabilities

	<u>FATHER / PARTNER</u>	<u>MOTHER / PARTNER</u>
Value of Investments (please itemise on a separate sheet)
Approximate value of house if owned
Approximate market value of any additional property owned, at home or abroad
Approximate value of other possessions including contents of house, cars etc
Make, model and year of car(s)
Cash at banks and elsewhere (include current and deposit accounts and any offshore holdings)
Approximate value of any other assets (please specify on a separate sheet)
Mortgage amount outstanding
Approximate value of any other assets (please specify on a separate sheet)
Mortgage amount outstanding
Overdraft at bank
Other loans
Maintenance payments made (please enclose copy of court order or separation agreement)

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Section 5 – Dependent children

Include the child to whom this application refers; if more than 3 children, please give details on a separate sheet

	<u>Child 1</u>	<u>Child 2</u>	<u>Child 3</u>
Name
Date of Birth
School, College or University
Boarding or Day
Annual school or other education fees
Compulsory additional school charges
<i>Amount of fees shown above covered by:</i>			
Scholarships, bursaries or allowances given by school
Annual sum arising from capital prepayment scheme
Services / Company allowances
Annual sum arising from Education Insurance Policies
Assistance from any other source e.g. Grandparents, trusts, settlements etc <i>(Please specify on a separate sheet)</i>

Section 6 – Other dependants domiciled in the UK *(please give details)*

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Section 7 – 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 also to enquire if they are eligible for assistance from any other source. There are several trusts and foundations which make grants towards educational costs. Details can be found in publications held in libraries or on the internet.

Please let us know to which other bodies you have already applied and the result of your applications if known.

Section 8 - Any other relevant information *(please give details)*

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Section 9 – Declaration

I/We have made a complete and truthful statement of my/our financial situation and circumstances.

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 the award may be withdrawn if termly invoices are not paid on time.

I/We understand that the award will be withdrawn and that the College reserves the right to reclaim awards if false information has been provided.

Signature

Date

Father / Partner

.....

Mother / Partner

.....

Checklist

I / We have enclosed the following documentation as requested:

- Proof of income
- Copies of bank statements for last 3 months
- Copy of mortgage statement showing interest and capital payments
- Any further information requested *(please specify)*

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Guidance Notes

These notes are provided for the guidance of parents completing an application for a new Bursary or continuation of an existing Bursary. If you have difficulty answering any of the questions, please consult the Head of Finance.

Section 1 – Parents

The parents about whom details should be given on the form, and their income declared, are as follows:

- The natural parents of the child where they live together and the child normally resides with them both in the same household.
- The parent of the child with whom the child normally resides and the partner of that parent where the partner normally resides with that parent and the child in the same household
- Where the child has no parents, his or her guardian(s) or the person or persons who have actual custody of the child.

Section 2 – Income of Household

- Actual income should be declared for the last financial year.
- In the case of the self employed persons and others who have not finally agreed their income for the last financial year, a statement of income likely to be agreed should be given for that year together with a note to that effect. Persons who normally use an accounting year other than April to April should state this fact and give the dates to which income declared refers.
- Gross income before tax should be declared.
- Income from ALL sources must be declared including any income arising outside the UK.
- All benefits received should be declared and the type of benefit specified.

Section 3 – Outgoings of Household

- Mortgage repayments should be shown separately from any property / contents insurance payments.
- Documentary evidence may be required for mortgage, rent payments and council tax.
- Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

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Section 4 – Capital assets and liabilities

- The current market value of your property should be estimated where a current valuation is unavailable.
- Details of other liabilities should be provided along with the lender

Section 5 – Dependent Children

- Use the first column for the child for whom you are applying.

Section 6 – Other dependents domiciled in the UK

- Please give details if you qualify for a carer's allowance, or have an aged relative living with you or dependent upon you.

Section 7 – Assistance from other sources

- Please let us know if you have applied to or researched other trusts and foundations which offer grants towards educational costs and give details.

Section 8 – Any other relevant information

- Please provide any details which may affect the bursary award for example any significant changes in income for the academic year for which you are applying.

Section 9 – Declaration

- Parents are advised that they are required to provide details of their actual income and will be required to provide supporting documentary evidence.
- The declaration should be signed by both parents of the child for whom the application is made, or if only one parent signs the form, the reason must be stated.

Please return the application form and all supporting documentation requested to the Head of Finance at Brighton College who will contact you if any further information is required.