

ST COLUMBA'S SCHOOL, KILMACOLM



BURSARY APPLICATION FORM

For assistance in completing the form or requests for more information please contact:

**J Wallace
A Gallacher**

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**Confidential Statement of Financial Circumstances
in support of an Application for a Bursary at St Columba's School, Kilmacolm**

1. CHILD

- (a) Full Name _____
- (b) Date of Birth _____
- (c) Class for entry in Session _____

2. PARENTS (See Note 2)

- | | <i>Father/Step-father</i> | <i>Mother/Step-Mother</i> |
|---|----------------------------------|----------------------------------|
| (a) Names | _____ | _____ |
| (b) Title | _____ | _____ |
| (c) Address(es) | _____ | _____ |
| (d) Occupation | _____ | _____ |
| (e) Retired – Employed – Self Employed – Unemployed (please circle) | | |
| (f) Name & address of Employer or Business | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| (g) Are you a Director 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 | _____ | _____ |
| (h) Daytime Tel No | _____ | _____ |
| Evening Tel No | _____ | _____ |
| Mobile Tel No | _____ | _____ |
| Fax No | _____ | _____ |
| E-mail address | _____ | _____ |

3. INCOME (See Note 3)

(Please enter below your earnings and income from all sources for the tax year to 5th April 200__)

	Father £	Mother £
(a) Gross Salary and other similar earnings (including all taxable benefits)	_____	_____
(b) Profit/s	_____	_____
(c) Gross pension, widow's pension etc	_____	_____
(d) Gross investment income from:		
(i) Building Societies/Banks	_____	_____
(ii) Dividends	_____	_____
(e) Gross income from property	_____	_____
(f) Social Security Benefits	_____	_____
(g) Inland Revenue Benefits – (including Child Benefit and Child Tax Credit Award)	_____	_____
(h) Separation or Maintenance Allowance	_____	_____
(i) Is there a Court Order/Separation Agreement? If yes, please state annual Amount payable for school fees.	YES / NO _____	YES / NO _____
(j) Benefits in Kind provided free by reason of employment	_____	_____
(k) Any other income not included in (a) to (j) above	_____	_____

4. OUTGOINGS (See Note 4)

	Annual £	Annual £
(a) Tax payable on Incomes declared above (Including tax deducted at source)	_____	_____
(b) National Insurance Contributions	_____	_____
(c) Superannuation contributions	_____	_____
(d) Mortgage interest	_____	_____
(e) Endowment mortgage insurance	_____	_____
(f) Any other interest payable	_____	_____
Details _____		
(g) Annual rent payable on principal residence (if applicable)	_____	_____

5. CAPITAL ASSETS (See Note 5)

- (a) Approximate market value of all investments
- (i) Building Society/Bank deposits _____
- (ii) Equity investments, Government stocks _____
- (iii) PEPs, ISAs, TESSAs _____
- (b) Approximate market value of principal Residence (*freehold or leasehold*) _____
- (c) Approximate market value of other Possessions including house contents, car etc _____
- (d) Cash at banks or elsewhere (*current accounts only*) _____
- (e) Approximate market value of any other Assets (*please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years*) _____
- (f) Net worth/value of any business which you own or 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)

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

- (a) Mortgage - amount outstanding on house _____
- final payment date _____
- (b) Other liabilities (*please specify*) _____

SUB-TOTAL ASSETS (5) _____

LIABILITIES (6) _____

NET ASSETS (5-6) _____

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

7. 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) Full Name	_____	_____	_____	_____
(b) Date of Birth	_____	_____	_____	_____
(c) Name of current School, College or University	_____	_____	_____	_____
	£	£	£	£
(d) Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>	_____	_____	_____	_____
(e) Compulsory additional School charges	_____	_____	_____	_____
(f) Amount of fees shown in (e) covered by:	_____	_____	_____	_____
(i) Scholarships, Bursaries or Allowances given by School	_____	_____	_____	_____
(ii) Annual sum arising from capital repayment scheme	_____	_____	_____	_____
(iii) Services/Diplomatic/ Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 3(a)</i>	_____	_____	_____	_____
(iv) Annual sum arising from Educational Insurance Policies	_____	_____	_____	_____

- (v) Assistance from any
Other sources e.g.
Grandparents, trusts,
settlements, etc
(please specify) _____
- (h) (i) Annual income of
child *(if any)* _____
eg Education Maintenance
Allowance from Local Authority
- (ii) Capital Value of
Trust _____

The details requested with regard to the fees payable and awards 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. OTHER SOURCES OF INCOME

Please state whether you have applied to trusts or foundations for an award and, if so, to which and with what result.

10. How much money are you able to pay towards this year's fee?

11. VERIFICATION OF INCOME

In order for St Columba's School to be able to assess your eligibility and allocate available Bursary resources both fairly and according to need, it is essential to verify your declaration by submitting appropriate original documentation in support of your applications. Failure to provide this may invalidate your application.

Please, therefore, submit the following items where appropriate, and tick the box to indicate those you are enclosing:

	<u>Employed</u>	<u>Mother</u>	<u>Father</u>
(a)	P60(s) and/or P45(s) for 2008/2009		
(b)	March 2008 Pay Advice slip(s)		
(c)	Certificates of dividends received from your own company		
<u>Unemployed</u>			
(d)	Summary of Social Security Benefits received from your own company		
<u>Self Employed</u>			
(e)	Full set of business Report and Accounts (including Balance Sheet) for the years 2007/2008 and 2008/2009		
(f)	Full details of personal drawings or salary payments from business (this should be verified by an appropriate third party, eg your accountant)		
<u>Miscellaneous</u>			
(g)	Working Families' Tax Credit letter of award		
(h)	Child Tax Credit letter of award		
(i)	Child Benefit letter of award		
(j)	Details of any pensions or other state benefits received		
(k)	P60(s) for any occupational pensions received		
(l)	Details of maintenance payments received		
(m)	Annual investment portfolio details and statements		
(n)	Details of maintenance payments received		
(o)	Bank and building society statements		
(p)	Certificate of interest for any bank or building society accounts		
(q)	Personal or other loan statement		
(r)	Full details of rental income received		
(s)	Details of any capital gains on the disposal of chargeable assets		
(t)	Annual mortgage statement		
(u)	Property valuation		
(v)	A copy of the 2008/2009 tax calculation produced if you calculated your own tax, or a copy of the calculation sent to you by HM Revenue & Customs		
(w)	Other (please specify)		

12. DECLARATION

Those individuals providing financial information are required to complete the declaration confirming that the statement contains all sources of income. It also includes an acknowledgement that failure to do so or provide false information may result in the removal of any Bursary awarded as a result of the information provided.

It is acknowledged that the information contained within the Statement is confidential and will be treated as such by the Bursary Committee.

Applicants should note that where a Bursary is awarded, the level of bursary will be reviewed on an annual basis to ascertain whether the financial circumstances have changed. For current holders of a Bursary, a statement of financial circumstances will be requested in the Spring or Summer term, prior to the new academic session.

I/We declare that, to the best of my/our knowledge and belief, all the information given here is true and contains 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 prevented from receiving a bursary 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)

The completed form should be returned to:

Mr Allan D Gallacher
Finance Office
St Columba's Junior School
Knockbuckle Road
Kilmacolm PA13 4EQ

NOTES FOR GUIDANCE

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

The School reserves the right to seek any other documentary evidence in support of the income and asset figures submitted and to make enquiries which it deems necessary.

All financial values should be shown in Sterling. References to Her Majesty's Revenue & Customs should include the relevant National Taxation Authority.

2. PARENTS / APPLICANTS

These are defined as:

- The natural father and mother of the child where they live together (whether or not they are married to each other) and the child normally resides with them both in the same household; or
- the parent of the child with whom the child normally resides and the partner (if any) of that parent where the partner normally resides with that parent and the child in the same household; or
- the child's guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the partner (if any) of that guardian where the partner normally resides with that guardian and the child in the same household; or
- the person with whom the child resides in accordance with either:
 - (i) a subsisting residence order made under section 8 of the Children Act 1989; or
 - (ii) any subsisting court order (other than a residence order) which specifies who is to have actual custody or care and control of the child; or
- where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and he is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989, the pupil shall be treated as one whose parents have no income for the purposes of the scheme; or
- where none of the above applies, the parent is the person with whom the pupil normally resides in accordance with any informal care or fostering arrangement and that person's partner (if any) where the partner normally resides with that person and the pupil in the same household.
- If parents are separated or divorced before or while their child attends the School, both mother and father will require to complete and sign the Application Form.

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 the HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the moment agreed for taxable purposes.

- (b) Profits from a business or profession – at the amount of GROSS income agreed by HMIT 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 should be included.
- (d) All other Investment income (e.g. 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.
- (f) All social security benefits received should be declared and type of benefit specified.
- (i) **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 (e.g. 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. Where the whole amount of the fees are required to be paid by virtue of a Court Order or separation agreement, applicants are not eligible for a grant. 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.
- (j) Include free benefits in kind agreed by HMRC as not subject to tax, e.g. representative occupation of house, free meals.
- (k) Enter income from letting or subletting of property at the amount of the NET profit agreed with the HMRC; and royalties and all other sources including entertainment and travel allowances etc.

4. OUTGOINGS

- (a) Enter Income Tax and tax on unearned income SEPARATELY.
- (c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes.
- (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.
- (b) The current market value of your principal residence. The current market value should be estimated by parents.
- (f) 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.

- (g) In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

6. PARENTS'/APPLICANTS' CAPITAL LIABILITIES

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

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 pre-school age or are unmarried and at a school, university or other educational institution which attracts a grant.

- (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 grant. 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, e.g. 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.
- (g) In the case of second homes and/or other properties, these should also be included at their estimated current market value; no allowance will be made for any outstanding mortgage.

8. OTHER DEPENDENTS

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

INFORMATION TRACKING

Received by J Wallace/A Gallacher (ADG)_____ (date) post / email / hand delivered

Processed by ADG _____ (date)

Bursary Committee Meeting _____ (date)

Decision of Committee _____ (amount)

Award offered _____ (date) post / email

Accepted / Declined _____ (date)