

**NOTES FOR GUIDANCE FOR COMPLETION OF
BURSARY APPLICATION FORM**

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

On the basis of the information you provide on the bursary application form, the School will make an assessment as to whether the child for whom the assessment is being made is eligible for a bursary and estimate the amount payable by you for the year in question. Bursaries are reviewed annually, and all bursary holders are required to complete an application form for each year that their child attends Sherborne Girls.

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 (HMRC) include the relevant national Taxation Authority.

SECTION 1: THE CANDIDATE

Where the application applies to more than one candidate, please provide details of the eldest candidate in section 1 and of the others with all siblings at section 14.

- a) If the candidate is not a national of one of the countries of the European Economic Area she will need a student visa to study in the UK. The School Registrar may be able to assist if required.
- b) If the candidate has a relative who attended Sherborne Girls, she may be eligible for bursary funding from a specific source.
- c) You should ensure that you have the permission of those named before providing their personal details.
- d) A Sherborne Old Girls Bursary may be available to a candidate whose mother, grandmother, or aunt is an Old Girl.

SECTION 2: THE PARENTS

The persons designated as Parent #1 and Parent #2 should remain consistent throughout the form. The 'Parent/s' completing the Bursary Application Form and signing the declaration must constitute at least one of the following:

- the natural father and mother of the child where they live together (married or otherwise) 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 (if any) of that parent where the partner normally resides with that parent and the child in the same household;
- 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:
 - a subsisting residence order made under section 8 of the Children Act 1989; or

- any subsisting Court Order (other than a Residence Order) which specifies who is to have actual custody or care and control of the child;
- where a pupil either has no parents as defined above or the school is satisfied that no such parents can be found, and she 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.

Guidance for couples with joint arrangements

- Where there are joint assets, liabilities or income for example a house, mortgage, company or savings account, these should either only be listed once (e.g. either recorded in full under Parent #1 or split between the two parents at an appropriate percentage where the sum is no greater than 100%).

SECTION 3: THE PARENTS' OCCUPATIONS

- a) Tick the relevant employment status and complete the appropriate section/s. If more than one category applies, please complete all the relevant sections.
- b) Give details of employment, if applicable.
- c) Give details of self-employment, if applicable.
- d) Give current status and details as requested, if applicable.

SECTION 4: PROPERTY, SAVINGS AND OTHER ASSETS

In addition to taking account of all relevant sources of income, the School takes account of the following assets:

- a) The current market value of the principal residence should be estimated where a current valuation is unavailable (in the case of joint ownership this should appear under one parent e.g. Parent #1, or split between the two parents at an appropriate percentage where the sum is no greater than 100%).
- b) Where the current market value is unknown, an estimate should be made based on car or contents insurance. Specific items of significant value should be recorded.
- c) 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. Full details should be supplied at Appendix 1.
- d) The capital sum of any monies (cash) on deposit with any bank, deposit taker or building society. Where there is a joint current or savings account shared by both parents, this should only be listed once (e.g. under Parent #1).
- e) Investments in stocks and shares, valued as near as possible to the date of submitting the application form. These should exclude any figures recorded at 4d.

- 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 (in the case of joint ownership this should appear under one parent e.g. Parent #1, or split between the two parents at an appropriate percentage where the sum is no greater than 100%).
- g) If applicable.
- h) If applicable.
- i) Approximate values if applicable.
- j) This figure should be the total of all those provided in section 4 a-i.

SECTION 5: MORTGAGES, BORROWINGS AND LOANS

If a mortgage, borrowing or loan is shared between both parents, it should only be listed once (e.g. under Parent #1).

- a) These details should relate to the principal residence disclosed at 2f.
- b) This figure should relate to the total outstanding mortgage amount declared in Appendix 1.
- c) Details of other liabilities should be provided along with the lender.
- d) This figure should be the total of all those provided in section 5 a-c.

SECTION 6: NET ASSETS

- a) This should be the Total Property, Savings and Other Assets figure from 4j.
- b) This should be the Total Liabilities figure from 5d.
- c) This is calculated by subtracting 6b (Total Borrowings and Loans) from 6a (Total Property, Savings and Other Assets).
- d) Please provide details of any reasons why net assets cannot be sold or converted into cash to pay school fees.

SECTION 7: INCOME

These details should be completed for a full 12 months based on your current income and supporting documentation will be required (see section 17 of the application form).

- a) The gross annual amount of salaries and wages, including any earnings from profit related pay, part-time employment and any sum received as commission, statutory sick pay, statutory maternity pay; giving GROSS amounts (before deduction of tax, NI, superannuation, etc) for the current or latest financial year.
- b) Profits from a business or profession – at the amount of GROSS income declared to HMRC or relevant tax authority for the year in question. Copies of the latest set of accounts should be included. Where the profits assessed relate to a basis period in excess of or less than 12 months please state the length of that period.
- c) Gross income from any pension including widow's pension, state pension.

- 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.
- e) Enter income from letting or subletting of property at the amount of the profit declared to HMRC; net of related expenditure before tax.
- f) All social security benefits received should be declared and type of benefit specified.
- g) 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.
- h) Include free benefits in kind agreed by HMRC as not subject to tax, e.g. representative occupation of house, free canteen. 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.
- i) Please give details of any additional income.
- j) This should be the sum total of all income declared from section 7 a-i.

SECTION 8: EMPLOYMENT AND HOUSING COSTS

- a) Enter tax on all earned and unearned income.
- b) Enter National Insurance contributions for a full 12 months based on your current circumstances.
- 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) Enter current rent payable on residence (if applicable) for a full 12 months based on your current circumstances.
- g) Enter life assurance premiums.
- h) Enter private healthcare premiums.
- i) Include bank overdraft and other loan charges incurred during the year.
- j) This should be the sum total of all costs declared in section 8 a-i.

SECTION 9: HOUSEHOLD EXPENDITURE

These figures should be completed for a full 12 months based on your current expenditure. You may find it easier for some of these items to identify the typical monthly figure first and then multiply by 12 for the annual costs.

SECTION 10: NET INCOME

- a) This should be the figure listed at 7j.
- b) This should be the sum total of the figures listed at 8j and 9h. Total household expenditure should only be recorded once, you may feel it is more appropriate to list this under the parent with the highest total income figure (e.g. parent #1) or to share the figure between both parents.
- c) This should be calculated by subtracting the figure at 10b (Total Employment, Housing and Household Costs) from 10a (Total Income).
- d) If your net income is very low or negative, please give details of how you cover your expenses on an ongoing basis. This may be through use of loans, credit cards, formal or informal support etc.

SECTION 11: PENSION ARRANGEMENTS

- a) If yes, please specify whether this is a current or former arrangement.
- b) A defined contribution (DC) pension scheme is based on how much has been contributed to your pension pot and the growth of that money over time. A defined benefit (DB) scheme is always set up by an employer and offers you a set benefit each year after you retire.
 - o A DC pension may be set up by you or an employer. Defined contribution pensions can be either workplace pensions arranged by your employer, where both you and your employer contribute to the plan, or private pensions, which you arrange yourself and pay into separately from any employer. This might be the option you choose if you're self-employed, for instance.
 - o A DB scheme doesn't depend on investment performance and is perhaps based on your final salary or a career average, as well as your length of service with your employer.
- c) Please specify in percentage terms or give the value e.g. amount per month.
- d) Please specify any alternative arrangements.
- e) Where exact figures are not available please provide an estimate.

SECTION 12: ANTICIPATED IMPROVEMENT IN CIRCUMSTANCES

Please give details of any anticipated improvement in your financial circumstances in the foreseeable future e.g. promotion, legacy, maturing investments etc. If you anticipate a deterioration in your circumstances in the foreseeable future this would also be an appropriate place to specify any details.

SECTION 13: PARENTAL CONTRIBUTION TO FEES

Having considered your regular income and outgoings, please provide an estimate of how much you can afford to pay in total each year towards Sherborne Girls school fees and extras.

SECTION 14: ALL 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 which attracts a county grant.

The figures to be inserted here refer to the current academic year. With regard to the amount of fees which are covered by allowances, insurance or other assistance:

- 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.
- 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.
- Where a Trust has been established in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.

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.

SECTION 15: 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.

SECTION 16: ADDITIONAL INFORMATION

- a) Please outline your family's foreign and UK holiday profile including costs over the last two years and any plans in place for holidays in the next 12 months.
- b) Please provide details of any family members who are in a position to assist with fees including an estimate of the level of assistance they may provide.

If there is any other additional information which you believe should be considered in support of your application, please provide details on a separate sheet.

SECTION 17: PRIVACY NOTICE

Please read the privacy notice carefully to ensure that you understand how the data you provide will be processed. If you have any questions about this, please contact the Bursary.

SECTION 18: SUPPORTING DOCUMENTS

Applications are strengthened if full documentation is provided to support the figures recorded in the application form. Photocopies or electronic copies are preferred but original hard copies are acceptable. To facilitate the return of any original documents once bursaries have been allocated, please include a stamped addressed envelope.

SECTION 19: PERMISSIONS

Please indicate your permissions for the additional measures by ticking the boxes provided. These allow a more complete understanding of the circumstances surrounding the application but will only be carried out if it is deemed necessary by the Bursar.

SECTION 20: DECLARATION AND SIGNATURES



Please read the declarations carefully before signing. If the form is completed electronically, the electronic signatures of the persons completing the form may be added as images or drawn directly onto the document (if the document is completed through Adobe this will be via the pen icon above). Where this is not possible, the document may be printed and the hardcopy signed, or the School will accept a typed signature with the signatory's direct email address.

CONFIDENTIALITY

The school respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.