FCJ Primary School
Deloraine Road
St Saviour
Jersey
JE2 7XB
Tel: 01534 723063
admin@fcj.sch.je
www.fcj.sch.je

FCJ PRIMARY SCHOOL, JERSEY

Providing Access to the Wider Community

BURSARY GUIDELINES
AND APPLICATION FORM

About FCJ Primary School

Our Vision

Inspired by the Gospel and true to Marie Madeleine's founding ideal, our vision is that FCJ is a community of personal and academic excellence. Strong in companionship, the uniqueness of every person in this faith community is recognised, nourished and celebrated. Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts for the service of others.

Our Values

Excellence is an inclusive value in an FCJ School, incorporated in every aspect of school life and living. We set the highest possible standards in supporting each other as we strive to achieve our personal best; to become what we aspire to be.
Companionship is an all-pervading quality, present when we work together in an atmosphere of support and love. The dignity of each person is recognised as that of a human being made in the image of God. Everyone is genuinely listened to and what they say is heard. Companionship is breaking the bread of life together as we live God's dream for each one of us more fully. Together we learn; we pray; we laugh and cry.
Dignity is treasured in the school community, nurtured in the individual and enhances the life of the school. Everyone is genuinely listened to and what they say is heard. This sense of dignity and respect provides opportunities for each person to recognise and celebrate their own self-worth. It demands, when challenging circumstances arise, that we seek dignified solutions for all concerned.
Justice acknowledges and embraces diversity; ensures fair treatment for all; promotes just relationships and structures within our school and in the world. It challenges opinion and actions that contradict Gospel values and requires us to stand shoulder to shoulder with the oppressed.

Hope inspires and enables us to persevere in the face of difficulties. It empowers us to fulfil our aspirations and grow towards spiritual, intellectual and emotional maturity.
Gentleness is the fruit of quiet self-possession that has been gained through daily growth in self-understanding through the light of grace (Adrian Van Kaam). It is a quality which helps us to keep a calm spirit, a peaceful heart, and control in our words and gestures; even when the circumstances seem to call forth, or at least justify, an explosion of displeasure or anger. Gentleness results in right relationships with God, self and others. Gentleness keeps our hearts always within the boundaries of justice, reason and love.

'Let the morning find you more advanced than the day before and in the evening be further still'.
Marie Madeleine

Our Aims:

At FCJ School we recognise the uniqueness of each individual and we learn to respect this as we prepare our children for life in the wider world. We are concerned with the development of the whole personality of each individual. We do not forget that we are part of a process; we want our children to go on to the next stage of their education with a built-in desire for further learning experiences and opportunities.

It is our aim:

- To place God at the centre of all that we do.
- To make visible the values of God's kingdom through the teachings of Christ so that FCJ is a place of prayer, truth, holiness, justice, love, forgiveness and peace.
- To provide a secure and safe environment where children feel valued and happy.
- To involve parents in all aspects of their child's education by promoting positive home-school partnerships.
- To provide excellent standards of teaching and learning within the framework of the Jersey Curriculum and to help our students acquire the skills of independent learning.
- To provide learning experiences that will develop the children intellectually, socially, morally, aesthetically, physically and spiritually.
- To instil in our students a sense of decency, commitment, self-reliance, responsibility, respect for others and healthy self-esteem.
- To create an atmosphere that is relaxed but purposeful and facilitate the achievement of these aims by forming the best possible relationships between teachers, children, parents and others involved.
- To help the students develop an understanding of their cultural heritage.
- To provide quality, professional development opportunities for staff and governors.

FCJ PRIMARY SCHOOL, JERSEY

MEANS-TESTED BURSARIES

Introduction

FCJ Primary School is a charity providing Roman Catholic Education for boys and girls aged from 4 to 11.

FCJ is committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Bursaries may be awarded in the form of a discount on the cost of fees; and in some cases, on other related fees payable (lunches, uniform, music tuition), depending on the financial, compassionate or other pertinent circumstances of applicants.

FCJ receives no other income other than that from fee and School Grant income. The school fees for 2024-2025 are £2,390 per term. As a charity, the School regards it as important to seek to extend access to the high quality Catholic education it offers to those who are in real financial need. The ability of the School to award bursaries in any one year will depend on the availability of funds within our agreed budget and the individual circumstances of the applicants.

Bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of the FCJ Primary School Scale of Awards, which sets out award levels in relation to a family's financial circumstances. The Scale of Awards is reviewed and revised annually by the School Bursar and The Board of Governors to reflect any changes in fee costs, and is approved by the Directors. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and similar factors), compassionate or other pertinent considerations.

Requests for financial support usually fall into two categories:

- New applicants to the School, where a place has been offered but parents/guardians are unable to fund the tuition fees. [Means-Tested Bursary].

- Existing pupils, where a change in parents'/guardians' circumstances has resulted in difficulty in meeting tuition fees and may result in the child being withdrawn part way through a stage of education. [Hardship Fund].

New Applicants to the School

Awareness
Information provided by the School, using a range of media in order to reach a socially diverse audience, alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- The School prospectus and related documents.
- The School website.
- The local press and national publications and directories by means of advertisements/entries.
- Local Institutions including parish churches and other schools.
- Open Day correspondence and on the day.
- At the time of the tour of School and meeting with the Head Teacher.
- At the time of entry advertising.

The Application Process
Bursaries may be made available to parents/guardians of children entering FCJ Primary School**.** They are awarded at the discretion of the Board of Governors, the Directors and the Head Teacher. The School Bursar is responsible for the management and coordination of the process. **Financial assistance is normally only applicable to households whose income is lower than £83,682 per annum.**

- **Step One** - Parents/guardians seeking a bursary are required to complete an application form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, may be found at Appendix A and must be accompanied by full documentary evidence. The completed form, together with the necessary documentary evidence, is to be submitted to the School Bursar.
- **Step Two** - The School Bursar assesses all applications in order to establish the likely level of support, which will be required in order to allow the child to attend the School. The School uses the States of Jersey Tax Department to verify information, as necessary.
- **Step Three** - The School Bursar prepares a recommendation in accordance with the FCJ Indicative Scale of Awards, which is considered with the Headteacher, and a joint recommendation is then reached.
- **Step Four** - The joint recommendation is presented to the Board of Governors for approval. If timings are such that applications are made outside of the meetings calendar, then the Headteacher will make a submission to the Chair of the Finance Sub-Committee for approval.
- **Step Five** - The parents/guardians are advised whether their child is to be offered a place at the School and of the bursary offer.
- **Step Six** - Parents/guardians are then required to sign a letter accepting the place at the School and an acknowledgement agreeing to any conditions relating to the bursary.

The Case for Assistance

The Headteacher and the School Bursar will consider a number of factors when making the judgment as to the justification for support, and the extent of such support. In the main, the child's suitability for the School is the first consideration in granting support.

- **Suitability** - In assessing a child's suitability, attention will be given to the academic assessment result of each applicant, but potential will also be considered as well as actual achievement. Bursary funds are limited and those judged most suitable in accordance with the School's Admission Policy will be given priority. Each pupil to whom support is offered must, in the opinion of the Headteacher, be likely to make sound academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School.

- **Financial Limitations -** The amount of the bursary award is not influenced by the level of the academic ability of the child, but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these in the context of what is viable within its overall budget. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursary grants are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

    - The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.

    - Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity values in houses.

    - In cases of separation, the contribution made by the absent parent.

    - Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.

    - Where fees are being paid to other schools (or universities) the school's grant will take into account all these outgoings.

    - Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:

        - Frequent or expensive holidays.

        - New or luxury cars.

        - Investment in significant home improvements.

        - A second property/land holdings.

- **Other Factors** - It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:
    - Where a child has siblings at the School.
    - Where the social needs of the child are relevant (e.g.: may be suffering from bullying at their present school).
    - Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.
    - Where a separation has resulted in the child having to be withdrawn from the School, adding to the stress of coping with the parents/guardians separating.

Existing Pupils - Change in Family Circumstances - Hardship Fund

Within overall budget funding, the School will in normal circumstances, consider cases of sudden, unforeseen need or hardship where applications meriting bursary assistance are received out of the normal calendar cycle for bursary submission, scrutiny and award. Parents/guardians with a child at the School whose financial circumstances suddenly change may apply for a bursary to the Headteacher, explaining their situation and using the forms in Appendix A. Such awards are subject to the availability of funding and cannot be guaranteed.

The Hardship Fund is brought to the attention of all current parents annually, with the notification of the fee level for the next academic year.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Current bursary holders will be issued with repeat means-testing forms at the beginning of the Easter holidays each year (ready for the Board of Governor's Meeting held during the Summer term), for return by the end of May. For those previously in receipt of bursaries, the Headteacher and School Bursar, in making their joint recommendation to the Board of Governors, have the discretion to recommend to the Board the reduction or withdrawal of an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory, but also where the parents/ guardians have failed to support the School, for example by the late payment of any contribution they are making to the fees.

Confidentiality/Data Protection

The School respects the confidentiality of bursary enquiries and awards made to families and recipients are expected to do likewise. If, at the time of school transfer, information is requested by other schools in relation to bursaries and financial assistance awarded, written permission will be sought from the parents/guardians concerned before any information is shared.

All documentation is kept securely, meeting all Data Protection requirements.

Scholarships

Scholarships awarded by the School are honorary and awarded for academic achievement, all round performance, social action (in partnership with Caritas) and for excellence in sport, music and art. These can run concurrently with a bursary, if awarded.

Other Sources of Bursary Assistance

In addition to the School's Bursary Fund, there are a number of educational and charitable trusts, which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. FCJ Primary School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Useful sources of information are:

The Educational Trusts Forum Website:
www.educational-grants.org

Appendix A – Means-tested guidance and forms

Review

The policy will be reviewed as part of the regular cycle of policy review conducted by the governors.

Further Related Information

Please contact the School for further information.

FCJ PRIMARY SCHOOL, JERSEY

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

(Confidential when completed)

Please read the Notes for Guidance on pages 19 to 21 before completing this questionnaire

(This questionnaire is in the form recommended by the Independent Schools' Bursars Association)

1. CHILD		
A	Full names	
B	Date of birth	
C	Term/year of entry	

2. PARENT CONTACT DETAILS (see note)			
		Parent	Parent
A	Names		
B	Title		
C	Address		
D	Postcode		
E	Day time telephone		
F	Evening telephone		
G	Mobile telephone		
H	Email address		

3. PARENTS' OCCUPATIONS			
A	Employed (insert employer's name, address and telephone number)		
	Are you a Director or Shareholder 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		
B	Self-employed/partner in partnership (provide details of type of business)		
	If a partner, state your share of partnership income and capital, if any		
C	Unemployed		
D	Retired		

4. INCOME (see note) *(Please enter below your current earnings and expected income from all sources for this tax year)*			
		Parent	Parent
A	Gross Salary and other emoluments (including all taxable benefits and expenses) for the year to 31 December 2024		
B	Taxable profits of trade or profession for last two annual accounting periods	(i) (ii)	(i) (ii)
C	Gross pension, Widow's Pension, State Pension etc		
D	Gross investment income from:		

	• Building Societies/ Banks		
	• Dividends and interest (other securities)		
E	Gross rental profit		
F	Social Security Benefits (including Child Benefit and Child Tax Credits)		
G	Separation or Maintenance Allowance		
H	Is there a Court Order/ Separation Agreement? If yes, please state annual amount payable for school fees	Yes/No	Yes/No
I	Benefits in Kind provided free by reason of employment not already included in (A) above		
J	Any other income or gains not included in (A) to (I) above eg: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc		
K	Please enclose a copy of your tax assessment and calculation for the previous year		
5. OUTGOINGS (see note)			
A	Tax payable on Incomes declared above *(including tax deducted at source)*	(i) (ii)	(i) (ii)
B	Social Security Contributions		
C	Pension or superannuation contributions (net)	(i) (ii)	(i) (ii)
D	Mortgage repayments *(include capital repayment as well as interest)*	(i) Interest (ii) Capital	(i) Interest (ii) Capital
E	Endowment mortgage insurance		

F	Any other interest payable e.g. overdrafts, credit cards, loans, etc *(please specify)*		
G	Annual rent payable on principal residence		

6. CAPITAL ASSETS (see note**)**			
		Parent	Parent
A	Approximate market value of all investments		
	• Building Society/Bank deposits/National Savings accounts		
	• Equity investments, (shares, unit trusts), corporate bonds and other securities and Government stocks		
	• ISAs		
	• Life assurance bonds and policies including endowments		
B	Approximate market value of principal residence *(freehold or leasehold)*		
C	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery 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 businesses which you own or share		

G	Approximate market value of your interest in any other property, land or buildings either at home or abroad		
H	Redundancy or other termination payments		
I	Monies that are owed to you		
J	Other assets not listed e.g. share options, trust interests/ assets held on your behalf by a third party, assets likely to be received in the foreseeable future etc		
7. CAPITAL LIABILITIES (see note)			
		Parent	Parent
	(Please give details of any capital charges against the assets declared in Section 6)		
A	Mortgage details		
	• Amount outstanding on principal residence		
	• A final payment date		
B	Other liabilities *(please specify)*		
8. NET ASSETS			
	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
	Please explain any reasons why net assets cannot be converted or utilised to pay school fees.		

9. DEPENDENT CHILDREN (see note) *(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)*					
		1	2	3	4
A	Forename				
B	Date of Birth				
C	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:				
	Scholarships, bursaries or other allowances given by School				
	Annual sum arising from capital repayment scheme				
	Services/Diplomatic/ Company Education Allowances (gross) *(state whether sum has been included in gross salary at 4 (A)*				
	Annual sum arising from Educational Insurance Policies				
	Assistance from any other sources e.g. Grandparents, trusts, charities, etc. *(please specify)*				
H	Annual income of child *(if any)*				
	• Capital value of Trust				
	The details requested with regard to the fees payable and grants 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.				

10. OTHER DEPENDENTS (*Please give details)* (see note)

11. VERIFICATION OF INCOME Please enclose documentary evidence in support of the income figures in Section 4. Please tick those you are enclosing:				
	Tax Assessments for the years 2023 and 2024		Copy of Jersey Income Tax Assessment and marginal relief calculation	
	Financial statements		Confirmation of Schedule D self-employment income from an independent accountant	
	Annual Report & Accounts (including Balance Sheet) for the years 2023 & 2024, together with distribution statements		Statutory accounts verified by an independent accountant, including distribution schedules and calculations under Article 81 of the Income Tax (Jersey) Law 1961	
	Others *(please specify)*		e.g. copies of dividend vouchers, bank interest certificates	
	Court Orders and Legal Separation Agreements		Covering the payment of school fees and child maintenance	
	Benefits received		Social Security Benefit, Housing Benefit, Job Seeker's Allowance, Employment & Support Allowance, Income Support, Disability Living Allowance, Incapacity Benefit, Child Benefit	

12. VERIFICATION OF ASSETS Please enclose documentary evidence of capital assets and tick those you are enclosing:				
	Property valuation	£	Investment portfolio valuation	£
	Mortgage statement	£	Contents insurance	£

13. HOME VISIT	
The School may wish to visit you at your home address to discuss your application for support. Please indicate whether you are happy to receive a visit from the School's representative.	Yes/No *Delete as appropriate*

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 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.

ANY ADDITIONAL INFORMATION

14. 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 and accurate declaration of our/my income and assets.

We/I understand that if we are/I am offered a Grant for our/my child and accept a place for him/her at the School, the following terms and conditions will apply between ourselves/myself and the School:-

a) Our/my child's fees account with the School will be credited termly with the amount of the Grant, for so long as the award remains in effect;

b) Any award of a Grant is subject to annual review and 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 will report immediately any material change in the financial position declared;

d) The Grant may be withdrawn or reduced if:

   i) We/I act or our/my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our/my child at the School;
   ii) We/I have failed to return the annual declaration of our/my financial circumstances by the return date indicated;
   iii) We/I have failed to produce any additional information required by the School to evidence our/my financial circumstances;
   iv) In the opinion of the Head Teacher, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
   v) We are/I am more than 28 days in arrears in respect of any amount due and owing to the School;
   vi) There is a material change in our/my financial circumstances;
   vii) The School’s resources are insufficient to maintain the level of award.

e) The Grant will be withdrawn and the value of any amount of the Grant previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Grant.

Signatures: (See note on Parents/Applicants)

……………………………………………………………………. Date ……………………………
Parent/Guardian*

……………………………………………………………………. Date ……………………………
Parent/Guardian*

**Please delete as appropriate*

(NB. Each person with parental responsibility for the child is required to sign this form and the School is entitled to treat any information received from any person who has signed this form as having been on behalf of both or all such persons).

NOTES FOR GUIDANCE FOR COMPLETION OF GRANT APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the School 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.

SECTION 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; 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 looked after by a local authority, 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 be required to complete and sign the Application Form.

SECTION 4: 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, Social Security, Superannuation, etc) for the current or latest financial year. Taxable benefits in kind agreed with the States of Jersey Tax Department 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 the States of Jersey Tax Department or relevant Tax Authority for the year in question (deductions should be made only in respect of capital allowances). Copies of the latest set of accounts should be included.

d) 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.

e) Enter income from letting or subletting of property at the amount of the profit declared to the States of Jersey Tax Department, 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 legally 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. Where the whole amount of the fees is 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.

i) Include free Benefits In Kind agreed by the States of Jersey Tax Department as not subject to tax, eg representative occupation of house, free meals, subsidised/free accommodation.

SECTION 5: OUTGOINGS

a) Enter Income Tax and tax on unearned income SEPARATELY.

c) Enter annual Superannuation contribution of payments to other Pension Schemes SEPARATELY (if applicable).

d) Enter capital as well as interest payments on a mortgage for the principal residence.

e) Only complete this if repayment is affected 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).

SECTION 6: 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.

b) 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. The current market value should be estimated by parents where a current valuation is unavailable.

d) 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.

e) 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.

SECTION 7: PARENTS'/APPLICANTS' CAPITAL LIABILITIES

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

SECTION 9: 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 an Educational Grant.

F) 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 has been established in favour of the child from whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust 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.

SECTION 10: 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.

ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a grant, eg a known significant change in income or outgoings for the coming year.

CONFIDENTIALITY

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

PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION