

ST ALOYSIUS' COLLEGE

**APPLICATION
FOR
FINANCIAL ASSISTANCE**

SESSION 2012/2013

NAME OF PUPIL:

YEAR GROUP IN SESSION 2012/2013:

PRESENT SCHOOL:

Information entered on this form will be used by the Board of Governors of St Aloysius' College and its delegated employees and appointed auditors only, and will be held and used in strict accordance with the provisions of the Data Protection Act 1998.

IF YOU REQUIRE ASSISTANCE WITH THE COMPLETION OF THIS FORM WITHOUT PREJUDICE TO YOUR APPLICATION PLEASE CONTACT THE FINANCE OFFICE (0141 332 3190 and ask for Finance Office – Fees) AT YOUR EARLIEST CONVENIENCE.

THE AIMS OF OUR SCHOOL

Following in the Jesuit tradition of excellence in education for all, attendance at the College should not be restricted solely to children of parents who are in the fortunate position of being able to pay full fees. A limited number of Bursaries are awarded where, for whatever reason, families are not able to fund the full cost of their children's education. It should be noted that Bursaries are awarded subject to funds available. The amount of support provided to individual families who apply for means-tested Bursaries will be determined by not only the Gross Income but also Net Assets (Assets less Liabilities) of the parents concerned and this Application Form is used to determine the extent to which support can be provided by the College.

ASSISTANCE AVAILABLE

Financial Assistance may be given:

1. As an ongoing discount on the level of tuition fees charged.
2. As an ongoing fixed annual amount.
3. As a "one-off" discount.
4. As a deferment of tuition fee payment.

HOW TO APPLY

Please complete the attached form and return it to the Bursar at the address and by the date shown on the following page. You may be assured that the strictest confidentiality will be observed at all times.

NOTES

1. The Application for Financial Assistance will be processed by the Bursar and may be presented to the Head Master and/or Board of Governors for approval.
2. Documentary evidence will be required to support the information supplied on the Application for Financial Assistance.
3. Parents are eligible to apply for financial assistance provided that they meet the criteria as set out as a preface to the Confidential Statement of Financial Circumstances attached. Awards granted to parents towards their child/children's tuition fees will be based on a sliding scale to be determined from time to time by the Bursar/Head Master/Board of Governors and will be dependent upon the level of Bursary funding available in that year.
4. Awards are made on an annual basis and parents in receipt of support must reapply each year unless they no longer require assistance. Failure to apply will be regarded as confirmation that assistance is to cease.
5. The Applications for Financial Assistance and the awards made are subject to audit by the College's Auditors.

ST ALOYSIUS' COLLEGE

APPLICATION FOR FINANCIAL ASSISTANCE

CRITERIA – SESSION 2011/2012

Applications for Financial Assistance are considered at the discretion of the Bursar. Consultation may occur involving the Head Master and/or Board of Governors. Awards may be made dependent upon both the level of joint income of the parent(s) and/or the value of the net assets of the parent(s).

Parent(s) should only apply if they meet the following criteria with regard to Income. They must also be willing to declare details of Net Assets. Net Assets will be defined as Capital Assets less Capital Liabilities as set out in the attached form.

Income

1. Parent(s) with one dependent child only - joint income must **not** exceed £25,000.
2. Parent(s) with two dependent children - joint income must **not** exceed £35,000.
3. Parent(s) with three dependent children - joint income must **not** exceed £45,000.
4. For families in excess of three children an additional allowance of £10,000 per dependent child is taken into consideration.

n.b. For the purposes of Bursary applications, a dependent child is defined as being below school age or in full time primary or secondary education. No allowance is made for children in tertiary education.

Net Assets

Each application will be considered on its merits and will take into account not only the current value of capital assets but also capital liabilities.

APPLICATIONS

Application forms for Financial Assistance should be completed in full and returned to:

The Bursar & Clerk to the Governors
St Aloysius' College
45 Hill Street
GLASGOW
G3 6RJ

(Telephone No. for information: 0141 332 3190)

****BY NO LATER THAN 20th January 2012 ****

Please note that applications submitted after the above date may be ineligible for bursary assistance.

CONFIDENTIAL

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

*****Please read the Notes for Guidance on pages 13 and 14 before completing this form*****

I. CHILD

(a)	Full Name	
(b)	Date of Birth	
(c)	Terms/Year of Entry (if not yet enrolled)	

2. PARENTS

		<i>Father/Stepfather/Guardian</i>	<i>Mother/Stepmother/Guardian</i>
(a)	Name		
(b)	Style or Title		
(c)	Address(es)		
(d)	Occupation		
(e)	Employment status		
(f)	Name & Address Of Employer or Business		
(g)	Are you a Director Or Proprietor of this Company or Business? If "YES" state proportion of Company or Business owned by you and/or your spouse/partner	YES/NO %	YES/NO %
(h)	Daytime Tel No		
	Evening Tel No		
	Mobile Tel No		
	E-mail address		

3. INCOME (See Note 3, page 13)

Please enter below your estimated earnings and other expected income from all sources for tax year 2011/12 and your estimated earnings and other expected income for the year to 5th April 2012. Please provide your most recent payslip or any letter confirming a salary change which is imminent.

		<u>Father</u>	<u>Father</u>	<u>Mother</u>	<u>Mother</u>
		ACTUAL 2011/12	ESTIMATED 2012/13	ACTUAL 2011/12	ESTIMATED 2012/13
(a)	Gross Salary and other similar earnings (including all taxable benefits and emoluments)				
(b)	Profits of business, farm, estate or profession				
(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 (including Child Allowance) – see below				
	i) Working Families' Tax Credits				
	ii) Income Support				
	iii) Job Seekers' Allowance				
	iv) Disability Benefit				
	v) Other including Child Benefit and Child Tax Credits (please specify)				
(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 £.....	YES/NO £.....	YES/NO £.....
(i)	Benefits in Kind provided free by reason of employment				
(j)	Any other income not included in (a) to (i) above				

4. OUTGOINGS (See Note 4, page 13)

		<u>Father</u>	<u>Father</u>	<u>Mother</u>	<u>Mother</u>
		ACTUAL 2011/2012	ESTIMATED 2012/2013	ACTUAL 2011/2012	ESTIMATED 2012/2013
(a)	Tax payable on Incomes declared above <i>(including tax deducted at source)</i>				
(b)	National Insurance Contributions				
(c)	Pension Contributions				
(d)	Mortgage interest				
(e)	Endowment mortgage insurance				
(f)	Any other interest payable (please specify)				
(g)	Annual Landlord Rent payable on home				
(h)	Council Tax payable on home				

5. CAPITAL ASSETS (See Note 5, page 14)

*****Please provide originals of relevant annual statements – see Section 11: Verification*****

		<u>Father</u>	<u>Mother</u>
(a)	Approximate market value of all investments		
	i) Building Society/Bank Deposits	£.....	£.....
	ii) Equity Investments, Government stocks	£.....	£.....
	iii) PEPs, ISAs, TESSAs	£.....	£.....
	iv) Other (please specify)	£.....	£.....
(b)	Approximate market value of principal residence <i>(whether freehold or leasehold)</i>		
(c)	Approximate market value of other possessions including house contents, car, etc.		
(d)	Cash at banks or elsewhere <i>(current accounts only)</i>		
(e)	Approximate market value of any other assets <i>(please specify and include the market value of any Insurance Policies maturing in this tax year or in the last five years)</i>		
(f)	Net worth/value of any businesses 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, page 14)

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

		<u>Father</u>	<u>Mother</u>
(a)	Mortgage – amount outstanding on house – final payment date <i>(Please provide annual mortgage statement – see Section 11)</i>		
(b)	Other liabilities (eg credit cards, personal loans etc - please specify)		
	SUB-TOTAL: ASSETS (total of section 5) LIABILITIES (total of section 6)		
	NET ASSETS (total assets minus total liabilities)		

You should indicate below 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, page 14)

(Please include the child to whom this application refers; if more than 4 children, give details on a separate sheet)

		1	2	3	4
(a)	Name				
(b)	Date of Birth				
(c)	School				
(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 allowances given by School.	£.....	£.....	£.....	£.....
	ii. Assistance from any other sources e.g. Grandparents, Trusts, Settlements, etc. (please specify)	£.....	£.....	£.....	£.....
(h)	i. Annual income of child (if any)	£.....	£.....	£.....	£.....
	ii. Capital Value of Trust	£.....	£.....	£.....	£.....

The details requested with regard to the fees payable and grants received on behalf of your other children are for information only and will not normally be taken into account in the assessment of any financial assistance offered.

8. **OTHER DEPENDANTS (See Note 8, page 14).** *(Please give details)*

9. **ASSISTANCE FROM OTHER SOURCES**

In order to help the greatest number of parents who need financial assistance, all those who wish to apply for financial assistance from the College are asked firstly to enquire if they are eligible for assistance from any other source. Please state:

- a. **Whether you have applied to Trusts or Foundations for a grant?**
- b. **If so, which Trusts and Foundations and with what results? (please list details below)**

10. **ANY OTHER RELEVANT INFORMATION (See Note 10, page 14)**
(Continue at Page 15 or on a separate sheet, if necessary).

11. VERIFICATION

In order for St Aloysius' College 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 requiring you to submit appropriate original documentation in support of your application. **Failure to provide this may invalidate your application. Applications submitted without appropriate supporting documents will be returned unprocessed and may result in your application being incomplete at the time of the deadline for its submission. In that event, the College cannot guarantee that your application will be included in the screening process, irrespective of eligibility, and your application may be refused. Documentation will be returned to you as soon as possible.**

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

	Employed	Father	Mother
(a)	Dec 2010 (or most recent) Pay Advice slip(s)		
(b)	Letter confirming any upcoming salary change		
(c)	Certificates of dividends received from your own company		
	Unemployed		
(d)	Summary of Social Security Benefits received (this information must be provided by the benefits agency)		
	Self Employed		
(e)	Full set of business Report and Accounts (including Balance Sheet) for the years 2009/10 and estimated for 2011/12		
(f)	Full details of personal drawings or salary payments from business (this should be verified by an appropriate third party, eg your accountant)		
	Miscellaneous		
(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 any dividends received		
(o)	Bank & building society statements		
(p)	Certificate of interest for any bank or building society accounts		
(q)	Credit card statement(s)		
(r)	Personal or other loan statement(s)		
(s)	Full details of rental income received		
(t)	Details of any capital gains on the disposal of chargeable assets		
(u)	Annual mortgage statement		
(v)	Property valuation		
(w)	Property Contents insurance notice		
(x)	A copy of the 2011/12 tax calculation produced if you calculated your own tax, or a copy of the calculation sent to you by HM Revenue & Customs		
(y)	Other (please specify)		

Please note that this list is not exhaustive and it is important to seek advice on what you should provide, if you are unsure. Guidance can be obtained by telephoning the College on 0141 332 3190 and asking for Finance Office – fees section.

12. 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 financial situation and circumstances generally.

We/I understand that if we are/I am offered a bursary and accept a place for our/my child at the College:-

- (a) Our/my child’s fees account with the College will be credited for the 2011/2012 session with the full amount of the award in three termly instalments, each of one third of the award made.
- (b) We/I understand that any award or grant is subject to annual review and that we/I must complete an annual declaration of our/my financial circumstances on the form sent to us/me by the College and supply all relevant supporting evidence by the return date indicated.
- (c) We/I must report to the College immediately any material change in the financial position declared.
- (d) The award may be withdrawn or reduced, and, in certain circumstances, past payment reclaimed, if:
 - i. there is a breach of the College’s Terms and Conditions attached to the acceptance of a place for our/my child;
 - 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 College to evidence our/my financial circumstances;
 - v. we/I fall more than 28 days in arrears in respect of any amount due and owing to the College;
 - vi. there is a material change in our/my financial circumstances;
 - vii. the College deems that its resources are insufficient to maintain the level of award.
- (e) We/I understand that any award may be withdrawn and the value of any sum previously credited to my/our child’s fee account will become repayable forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award.

Signatures:

..... Date
(Father/Stepfather/Guardian)

..... Date
(Mother/Stepmother/Guardian)

If the above declaration is signed by only one parent, please delete as necessary below:

Divorced/separated/widowed/other (if ‘other’ please provide clarification).

If divorced, separated or widowed please provide documentary evidence if you have not already done so.

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORMS

Before completing the form, please read these notes carefully, and contact the Finance Office if further information or advice is required. **The numbering on these notes refers to the corresponding tables/sections on the Form.**

The College 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 and Customs (HMRC) include the relevant national Taxation Authority.

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 with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount 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 (deduction 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 (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.
- f) All social security benefits received should be declared and type of benefit specified.
- h) **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/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 financial assistance. 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 HMRC as not subject to tax, eg representative occupation of house, free meals.
- j) 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 (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 College 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 partner(s) 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 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. Enter in other columns any other of your children who are either below school age or who are in primary or secondary education.

- 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) (i) 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.
- (ii) You should enter the capital value of any beneficiary or other trust set up for each child.

8. OTHER DEPENDANTS

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.

10. ANY OTHER RELEVANT INFORMATION

Please enter any details which may affect the assessment of financial assistance, eg a significant change in income or outgoings for the coming year.

PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION

FOR BURSARIAL OFFICE USE ONLY

Name Of Pupil:

School

Form Received:

**Parent(s) Total Assessable
Income For Financial Assistance:**

£

Less:

Allowance For Dependent Children:

£

Parental Contribution:

£

Bursary

£

Comments: