

ST ALOYSIUS' COLLEGE

**APPLICATION FOR
FINANCIAL ASSISTANCE**

SESSION 2021/2022

NAME OF PUPIL:

YEAR GROUP IN SESSION 2021/2022:

CURRENT 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 and principles of GDPR legislation. Please refer to the Privacy Statement for Applicants for more detail.

**IF YOU REQUIRE ASSISTANCE WITH THE COMPLETION OF
THIS FORM WITHOUT PREJUDICE TO YOUR APPLICATION
PLEASE EMAIL THE FINANCE OFFICE ON
FINANCIALASSISTANCE@STALOYSIUS.ORG 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.

HOW TO APPLY

Please complete the attached form and return it to 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 Finance Office and may be presented to the Head Master, Bursary Committee 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. Awards granted to parents towards their child/children's tuition fees 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 complete the Renewal of Financial Assistance form each year unless they no longer require assistance. Failure to submit the Renewal form 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.

APPLICATION FOR FINANCIAL ASSISTANCE

SESSION 2021/2022

Applications for Financial Assistance are considered as part of the admissions process and involve consultation with the Head Master, and Bursary Committee. In determining whether or not an award is possible, consideration will be given to the full financial picture of the applicant and this will include the aggregate level of income of the parent(s)/applicant(s), the value of the net assets of the parent(s)/applicant(s) and any other relevant financial disclosure made.

Parent(s) should only apply if they are willing to declare details of Income and Net Assets. Net Assets will be defined as Capital Assets less Capital Liabilities as set out in the following sections of this form.

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 by email, along with supporting documents, to:

financialassistance@staloysius.org

*****BY NO LATER THAN 14th December 2020*****

We advise that you ensure that no single email sent is greater than 10MB in size in order to minimise the chance that it will be blocked by mail filtering systems. This may require that you send your submission in a series of separate emails.

If so doing, it is advised that you request read receipts on each email if your mail provider supports this service, so that you may be assured that all have been delivered safely. If these are not available to you, we suggest sending a separate email (with no attachments) confirming the total number of submission messages in order that we may confirm that we have received your complete application.

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

1. CHILD

(a)	Full Name	
(b)	Date of Birth	

2. PARENTS

		<i>Parent / Carer 1</i>	<i>Parent / Carer 2</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)	Are you currently an undischarged bankrupt or in the process of being sequestrated? PLEASE DELETE AS APPLICABLE	YES / NO	YES / NO
(i)	Daytime Tel No		
	Evening Tel No		
	Mobile Tel No		
	E-mail address		

The form of assistance that we/I wish to apply for is:

- Ongoing percentage discount on the level of tuition fees charged of.....%
- Ongoing fixed annual discount amount of £.....
- One off discount (please provide details) :

3. INCOME (See Note 3, page 13)

Please enter below your projected earnings and other expected income from all sources for tax year 2020/2021 and your estimated earnings and other expected income for tax year 2021/2022. Please provide your most recent payslips or any letter confirming a salary change which is imminent.

		<u>Parent / Carer 1</u>	<u>Parent / Carer 1</u>	<u>Parent / Carer 2</u>	<u>Parent / Carer 2</u>
		PROJECTED CURRENT YEAR	ESTIMATED NEXT YEAR	PROJECTED CURRENT YEAR	ESTIMATED NEXT YEAR
(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 Benefit) – see below				
	i) Working Tax Credit				
	ii) Income Support				
	iii) Job Seekers' Allowance				
	iv) Disability-related benefits (please specify)				
	v) Other including Child Benefit and Child Tax Credit (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>Parent / Carer 1</u>	<u>Parent / Carer 1</u>	<u>Parent / Carer 2</u>	<u>Parent / Carer 2</u>
		PROJECTED CURRENT YEAR	ESTIMATED NEXT YEAR	PROJECTED CURRENT YEAR	ESTIMATED NEXT YEAR
(a)	Tax payable on Incomes declared above <i>(including tax deducted at source)</i>				
(b)	National Insurance Contributions				
(c)	Pension Contributions				
(d)	Mortgage insurance				
(e)	Council Tax payable on home				
(f)	Annual Landlord Rent payable on home; OR				
(g)	Annual mortgage payments on home				
(h)	Mortgage interest percentage rate (if applicable)				
(i)	Any other interest payable (please specify)				

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

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

		<u>Parent / Carer 1</u>	<u>Parent / Carer 2</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 owned or rented)</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 received		

6. CAPITAL LIABILITIES (See Note 6, page 14)
(Please give details of any capital charges against the assets declared in Section 5)

		<u>Parent / Carer 1</u>	<u>Parent / Carer 2</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

(Note for the purposes of this application if you have a child or children at University they are NOT considered as dependent. See Note 7, page 14)

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

		1	2	3	4
(a)	Name				
(b)	Date of Birth				
(c)	School				

		£	£	£	£
(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)**

If there is any further information about your financial or family circumstances which are not adequately reflected in the foregoing tables and which you wish the Bursary Committee to take into account when assessing your application, please state it here (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 original documentation in support of your application. Documents should be provided directly downloaded from the relevant sources (eg online banking statements, electronic payslips etc) where appropriate. Where this is not possible, screenshots, electronic scans or photographs are acceptable provided that they are sufficiently clear. Please ensure that no single email sent exceeds 10MB in size: this may require your supporting documents to be sent across multiple emails.

Your application will not be processed or considered until all required supporting documents are received, including any requested by the College subsequent to your original 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.

Please submit the following items where applicable, and tick the box to indicate those submitted:

	Employed	<u>Parent/ Carer 1</u>	<u>Parent/ Carer 2</u>
(a)	Most recent Pay Advice slips covering a period no less than three months		
(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 audited business Report and Accounts (including Balance Sheet) for the most recent completed year-end, and interim or unaudited accounts for the subsequent year		
(f)	Full details of personal drawings or salary payments from business (this should be verified by an appropriate third party, e.g. your accountant)		
	General		
(g)	Most recent bank & building society statements covering a period no less than three months and for ALL active accounts		
(h)	Credit card statements covering a period no less than three months and for ALL active accounts		
(i)	Annual mortgage statement		
(j)	Personal or other loan statement(s)		
(k)	Working Families' Tax Credit letter of award		
(l)	Child Tax Credit letter of award		
(m)	Child Benefit letter of award		
(n)	Details of any pensions or other state benefits received		
(o)	P60(s) for any occupational pensions received		
(p)	Details of maintenance payments received		
(q)	Annual investment portfolio details and statements		
(r)	Details of any dividends received		
(s)	Certificate of interest for any bank or building society accounts		
(t)	Full details of rental income received		
(u)	Details of any capital gains on the disposal of chargeable assets		
(v)	Property valuation		
(w)	Property Contents insurance notice		
(x)	A copy of the most recent annual 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 as the documentation which is considered relevant will depend on the specific circumstances of the family. It is important to seek advice on what you should provide if you are unsure. Guidance can be obtained by emailing financialassistance@staloyusius.org.

The College may request further information or supporting documentation in the event that any part of your submission is unclear or incomplete.

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 2021/22 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 fraudulently, 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.

TYPE NAME:

..... Date
(Parent / Carer 1)

..... Date
(Parent / Carer 2)

If the above declaration is signed by only one parent / carer, please advise as necessary below:
(eg Divorced, Separated, Widowed, etc)

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.

In completing the tables, "Current Year" should be taken to mean the Academic Year in progress at the time of submission, unless you have been instructed otherwise by the College.

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.
- 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 the 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. These should be shown at the gross amount for taxable purposes.
- 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.
- i) 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, and 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. **The estimated value of your principal residence should be entered whether it the applicant(s) own the property or rent it, but the figure shall only form part of the overall capital asset calculation for the purposes of Table 6 where it is owned (either outright or subject to an ongoing mortgage).**
- 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.
- j) In the case of second homes and/or other properties, these should be included at their estimated current market value. Where an outstanding mortgage exists against such a property, the outstanding amount and final payment date should be entered alongside the market value.

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 (2020/21).
- 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 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, e.g. a significant change in income or outgoings for the coming year.

PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION

ST ALOYSIUS' COLLEGE

**APPLICATION FOR
FINANCIAL ASSISTANCE
SESSION 2021/2022**

THIS PAGE FOR OFFICE USE ONLY

Date Bursary Application Received at Finance	
Received by	
Date receipt acknowledged	