



STOVER SCHOOL ASSOCIATION
 CONFIDENTIAL STATEMENT OF FINANCIAL CIRCUMSTANCES IN SUPPORT OF AN
 APPLICATION FOR A BURSARY

(Please read the notes for guidance before completing this form)

Please return to the Bursar

Stover School Bursary Awards Policy

1. Applications must be received one term in advance of need.
2. Parents will still be liable for extras and school lunches. This is, therefore, a fixed termly amount not a % award.
3. A Bursary Award will be awarded for one year only and may be eligible for extension depending on stage of education and circumstances. School reserves the right to withdraw bursary funding after one year.
4. Bursary Support is available only where there is a proven need and funds are available.
5. Bursary application forms can be obtained from the Finance Office and should be completed and returned to the Finance Office for the attention for the Bursar .
6. Parents in receipt of a Bursary must pay the remaining fees on or before the first day of term or the Bursary award may be withdrawn at the discretion of the Governors.
7. Evidence of Earnings (3 months recent payslips, P60, verified accounts, tax return) must be returned with bursary form

1. **CHILD**

a) Full name

b) Date of birth

c) Present school

2. **PARENTS** (see note 2)

	Father	Mother
a) Full names
b) Occupation
c) Address(es)

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3. **INCOME** (see note)

	Father	Mother
	£	£
a) Income from employment (Schedule E) (Including all taxable benefits and emoluments)
b) Retirement pensions
	Father	Mother
	£	£
c) Income from self-employment (Schedule D Case I and II)
d) Gross investment income (including bank or building society interest and dividends)
e) Property income
f) Social Security benefits
g) Redundancy or lump sum payments
h) Separation or maintenance allowance
i) Any other income not mentioned above
Total

4. **OUTGOINGS** (see note 4)

a) Monthly mortgage / rent payment
b) Average Total Monthly household utilities
c) Other monthly outgoings
Total

5. **CAPITAL ASSETS** (see note 3)

a) Investments (stocks, shares, unit trusts, PEPs, TESSAs, bank and building society deposits) Please give details:
b) Family residence. Approx. Value if owned
c) Any other properties owned in the UK or abroad Please give details:
d) Any other assets or possessions Please give details:

6. **DEPENDENT CHILDREN**

(Include the child to whom this application refers.
If more than two children, give details on a separate sheet)

a) Forename(s)	1	2
b) Date of birth
c) School or college presently attended

- d) Proposed Boarding or Day entry Fee 1 2
 Annual school or other educational fees
 (Please give gross amounts before any assistance/awards etc [see 6 f])
 Amount of fees shown in 6e covered by:
- i) Government assisted places schemes
 - ii) Scholarships, bursaries or other allowances given by the school
 - iii) Services/company allowance
 - iv) Annual sum arising from educational insurance policies
 - v) Court orders or separation agreement
 - vi) Any other assistance e.g. grandparents, trusts, settlements etc (please specify)
- e) Annual income of child

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7. **OTHER DEPENDENTS** (Please give details)

8. **DECLARATION** (see note 1)

After reading the notes for guidance and completing the form, the following declaration should be signed by both parents (or see below):

I/We declare that, to the best of my knowledge and belief, all the information submitted on this form is true and contains a full statement of our financial situation and general circumstances for the relevant period.

I/We undertake to review this statement annually, if called upon to do so and in any case to report immediately any material change in the financial position detailed.

I/We understand the provision of false information may lead to my/our child being disqualified from assistance.

Signatures

Father Date

Mother Date

If the above declaration is signed by only one parent, please state the reason and provide appropriate documentary evidence:

Divorced/separated/widowed/other (please give details):

NOTES FOR GUIDANCE

These notes are provided for the guidance of parents completing the application form SSA1 for a Bursary Award. They cover a wide variety of circumstances, but if you have difficulty answering any of the questions please consult the Finance Office. If selected for a Bursary Award, parents will be required to provide a declaration of the actual income and outgoings in the tax year and the approximate market value of their assets at that date.

1. Declaration concerning validity of information (page 3)

A Parents are advised that:

I If false information is provided in any particular, the school may disqualify any or all the parents' children from assistance under the scheme.

B The declaration at the end of the form should be signed by both parents (*see Note 3 below*) of the child whom the application is made, or if only one parent signs the reason for that should be given (e.g. divorced, separated, deceased, living overseas).

2. Parents

A The persons about whom details should be given on the form, and their income, outgoings and assets declared, are as follows:

I The natural father and mother of the child where they live together as husband and wife (whether or not they are married to each other) and the child normally resides with them in the same household; or

II The natural parent of the child with whom the child normally resided and the spouse (if any) of that parent where the spouse normally resides with that parent and the child in the same household; or

III The child's legal guardian appointed in accordance with Section 5 of the Children Act 1989 (or any earlier enactment) and the spouse (if any) of that guardian where the spouse normally resides with that guardian and the child in the same household; or

IV The person with whom the child resides in accordance with either (a) a subsisting residence order made under Section 8 of the Children Act 1989; (b) 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

V Where a child 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 child shall be treated as one whose parents have no income, outgoings or assets; or

VI Where none of the above applies, the parent is the person with whom the child normally resides in accordance with any informal care or fostering arrangement and that person's spouse (if any) where the spouse normally resides with that person and the child in the same household.

On the form, for simplicity, any male parent, step parent or guardian as defined above is referred to as 'father' and any female parent, step-parent or guardian as 'mother'.

3. Income

Estimates should be provided of income to be received in the tax year of the application except for income from self-employment (item 3C) which should be declared for the accounting year ending in the previous year.

4. Outgoings

Estimates should be provided of outgoings for the tax year in which the application is made.

5. Capital Assets

Estimates of approximate market value should be provided at the date of completing the form.