



THE PORTSMOUTH GRAMMAR SCHOOL

Confidential Statement of Financial Circumstances in support of an application for Bursary support

PLEASE NOTE:

- 1. All sections must be fully completed; in sections 1 to 8 enter zero or n/a (not applicable) in all boxes where this is the case, and do not leave any areas blank.**
- 2. This form should be completed in accordance with the guidance notes on pages 10 to 12.**
- 3. Amounts for Income and Outgoings (sections 4 & 5) should be entered as annual values, not monthly or weekly amounts.**

1. CHILD			
a	Full Name First Name(s) Surname		
b	Date of Birth		
c	Term/Year of Entry		
2. PARENT CONTACT DETAILS (See Note 1)			
		Father/Step-Father	Mother/Step Mother
a	Full Name First Name (Inc Title) Surname		
b	Full Address (inc. Post Code)		
c	Daytime Tel		
d	Evening Tel		
e	Mobile		
f	Email Address		
3. PARENT'S OCCUPATIONS			
		Father/Step-Father	Mother/Step Mother
a	Employed employers name, address and phone number)		
b	Self Employed	Yes/No	Yes/No
	Type of business		
c	Are you a Director 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		
d	Unemployed	Yes/No	Yes/No
e	Retired	Yes/No	Yes/No

4. INCOME (See Note 2) Please enter below your current annual earnings and expected income from all sources for this tax year.				For School Use Only
		Father/Step-Father (Enter Annual Amounts)	Mother/Step-Mother (Enter Annual Amounts)	
a	Gross salary and other emoluments (inc all taxable benefits & expenses).			
b	Taxable profits of trade or profession for last two annual accounting periods. (i being most recent, ii previous)	i). ii)	i) ii)	
c	Dividends income from your business.			
d	Gross Pensions			
e	Gross investment income from Banks/ Building Societies/ Dividends & Interest (Other Securities)			
f	Gross Rental Profit			
g	Child Benefit			
h	Social Security Benefits including: Working Tax Credit, Child Tax Credit, Universal Credit, Disability Allowance, Housing Benefit etc.			
i	Separation or Maintenance Allowance.			
j	Is there a Court Order /Separation Agreement? If "Yes", please state annual amount payable for school fees.	Yes/No	Yes/No	
k	Benefits in Kind provided free by reason of employment not already included in (a) above.			
l	Any other income not included in (a) to (i) above, e.g; Trust or estate income, sale of capital assets, surrenders of life assurance policies etc.			

5. OUTGOINGS (See Note 3)				For School Use Only
		Father/Step-Father (Enter Annual Amounts)	Mother/Step-Mother (Enter Annual Amounts)	
a	Tax payable on Incomes declared above (including tax deducted at source).			
b	National Insurance Contributions.			
c	Pension or superannuation contributions (net).			
d	Mortgage repayments (including capital repayment and interest).			
e	Endowment mortgage insurance.			
f	Any other interest payable e.g: Loans, Cards, Overdrafts etc (please specify).			
g	Annual rent payable on principal residence.			

6. CAPITAL ASSETS (See Note 4)				For School Use Only
		Father/Step-Father (Enter Annual Amounts)	Mother/Step-Mother (Enter Annual Amounts)	
a	Approximate market value of all investments.			
	<ul style="list-style-type: none"> Building Society, Bank deposits, National Savings 			
	<ul style="list-style-type: none"> Equity investments, share, bonds, Government stocks. 			
	<ul style="list-style-type: none"> PEPs, ISAs, TESSAs, TOISAS and other savings schemes. 			
	<ul style="list-style-type: none"> Life assurance bonds & policies including endowments. 			
b	Approximate market value of principal residence (freehold or leasehold).			

Capital Assets Continued ...		Father/Step-Father (Enter Annual Amounts)	Mother/Step-Mother (Enter Annual Amounts)	For School Use Only
c	Approximate market value of other possessions including house contents, car, art, jewellery etc.			
d	Cash at banks or elsewhere (current accounts only).			
e	Approximate market value of any other assets (please specify any 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 any of any other properties owned either at home or abroad.			
h	Redundancy, employment separation or lump sum payments due or received in last 12 months.			
i	Monies that are owed to you.			
j	Other assets not listed (e.g; Share Options, Trust Interest/Assets held on your behalf by a third party, Assets likely to be received in the foreseeable future).			
7. CAPITAL LIABILITIES (See Note 5)				
		Father/Step-Father (Enter Annual Amounts)	Mother/Step-Mother (Enter Annual Amounts)	
a	Mortgage Details:			
	<ul style="list-style-type: none"> Amount outstanding on house. 			
	<ul style="list-style-type: none"> Final payment date. 			
b	Other liabilities (please specify).			

8. NET ASSETS			For School Use Only
Total Assets <i>(Calculated from section 6).</i>			
Liabilities <i>(Calculated from section 7).</i>			
NET ASSETS <i>(Calculated from sections 6 & 7).</i>			
Please explain any reasons why net assets cannot be converted or utilised to pay school fees.			

9. VERIFICATION OF INCOME <i>(Please enclose documentary evidence in support of the income figures in Section 4. Please tick those you are enclosing).</i>			
	P60 or Pay Slips for last 3 months		Confirmation of Schedule D Self-Employment income from an independent accountant.
	P11D		Pension Personal and/or state pensions.
	Copy of HMRC Self-Assessment Tax Calculation.		Annual Report & Accounts including Balance Sheet <i>(most recent available)</i> .
	Child Benefit		Court Orders & Legal Separation agreements covering the payment of school fees and child maintenance.
	Social Security Benefits: <ul style="list-style-type: none"> • Job Seekers Allowance • Universal Credit • Working Tax Credit • Child Tax credit • Disability Living Allowance • Invalid Care Allowance • Housing Benefit 		Any other relevant verifications of income <i>(please specify)</i> .
10. VERIFICATION OF ASSETS <i>(Please enclose documentary evidence of capital assets and tick those you are enclosing).</i>			
	Property Valuation		Investment Portfolio Valuation
	Mortgage Statement		Contents Insurance

11. DEPENDENT CHILDREN (See Note 6)					
<i>(Include the child to whom this application refers: if more than 4 children give details on a separate sheet. Please enter annual amounts).</i>					
		1	2	3	4
a	First Name Surname				
b	Date of Birth				
c	Current School or College.				
d	Boarding or Day				
		£	£	£	£
e	Annual school or other educational fees (excluding extras & sundry disbursements).				
f	Compulsory additional school charges.				
g	Amount of fees shown in (e) covered by:				
	i) Scholarships, Bursaries & other allowances given by the school.				
	ii) Annual sum arising from capital repayment scheme.				
	iii) Annual sum arising from Educational Insurance Policies.				
	iv) Services/Diplomatic/ Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 4 (a))</i>				
	v) Assistance from any other source e.g; grandparents, trusts, charities etc <i>(please specify).</i>				
h	Annual income of child <i>(if any).</i>				
	Capital Value of Trust				
<i>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.</i>					

12. OTHER DEPENDENTS Please Give Details (see Note 7)

--

13. HOME VISIT

The school may wish to visit you at your home address to discuss your application for support. Please indicate if you are happy to receive a visit from the school's representative.

YES/NO
Delete as appropriate

ASSISTANCE FROM OTHER SOURCES & OTHER RELEVANT INFORMATION

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, or advise if any financial assistance may be available from relatives. *(Please state whether you have applied to trusts or foundations for a grant and if so to which and with what result.)*

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 my/our income and assets.
- We/I understand that if we/I are/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 as 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 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, our/my child's attendance, progressor behaviour no longer merits to continuation of the award;
 - v) we/I are/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)*

Parent/Guardian Date

Parent/Guardian Date

[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 the 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 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. References to Her Majesty's Customs & Excise (HMRC) include the relevant national Taxation Authority.

1. 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 made under section 8 of the Children Act 1989; or
 - ii. any subsisting court order (other than a residence order) which specifies who is to have custody or care and control of the child; or
- where a pupil either has no parent as defined above or the school is satisfied that no such person can be found, and he/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 of 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.**

2. 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 agreed with HMRC should also be shown (free or subsidised housing, mela, 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 HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). Copies of the latest set of accounts should be included.
- c) This should be the dividends paid to you from your company not from other investments which should be included in section i.

- e) 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.
- f) Enter income from letting or subletting of property at the amount of the NET profit agreed with HMRC; and royalties and all other sources including entertainment and travel allowances etc.
- h) ALL social security benefits received should be declared and type of benefit specified.
- j) 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 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.
- k) Include free benefits in kind agreed by HMRC as not subject to tax, e.g., representative occupation of house, free meals.

3. OUTGOINGS

- a) Enter Income Tax on unearned income SEPARATELY.
- c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes.
- d) Enter capital as well as interest payment on a mortgage on the principal residence.
- e) Only complete this part 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).

4. 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. 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 where a current valuation is unavailable.
- f) If you run your own business or 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.
- g) 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.

5. PARENTS'/APPLICANTS' CAPITAL LIABILITIES

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

6. 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.

- e) The figures to be inserted here refer to the current academic year.
- g) (iii) 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 then 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.
- (iv) 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.
- (v) 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.
- h) 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.

7. 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, e.g., a 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