



## Confidential Statement of Financial Circumstances Form to support the renewal of an Assisted Place

*Please read the Notes for Guidance before completing this questionnaire*

**To be completed and returned to the Credit Control Team, United Learning,**

**Fairline House, Nene Valley Business Park, Oundle, PE8 4HN**

1. CHILD		
a	Full Names	
b	Date of Birth	
c	Currently in year group:	
d	Application for bursary to commence (enter date)	

2. PARENT CONTACT DETAILS (see note)			
		Father/Step Father	Mother/Step Mother
a	Full Names		
b	Title		
c	Address		
d	Post Code		
e	Day time Tel		
f	Evening Tel		
g	Mobile		
h	E Mail Address		

3. PARENTS' OCCUPATIONS			
a	Employed ( insert job title, employer's name & address)		
b	Self-employed (state job title & the type of business)		
	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		
c	Unemployed / Not Working		
d	Retired		

<b>4. INCOME</b> (see note) <b>(Please enter below your current earnings and expected income from all sources for the most recent tax year: i.e. year ended 5<sup>th</sup> April 2016)</b>			
		Father / Step Father	Mother / Step Mother
a	Gross Salary and other taxable bonuses, emoluments and expenses		
b	Taxable profits of trade or profession. (This is the profit or loss agreed by HMRC (less any capital allowances) for the accounts period which ended in the tax year shown above)		
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: Child Benefit Child Tax Credits Working Tax Credits Careers Allowance Disability Allowance Housing Benefit Other (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
i	Benefits in Kind provided by reason of employment		
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		
	If self employed, please enclose a copy of your self assessment tax calculation		

**For figures added on this page please provide supporting documents as evidence or your application will be returned to you.**

5. OUTGOINGS (see note)			
a	Tax payable on Incomes declared above <i>(including tax deducted at source)</i>	(i) (ii)	(i) (ii)
b	National Insurance Contributions		
c	Pension or superannuation contributions (net)	(i) (ii)	(i) (ii)
d	Mortgage repayments <i>(include capital repayment as well as interest)</i>	(i) Interest (ii) Capital	(i) Interest (ii) Capital
e	Endowment mortgage insurance		
f	Any other interest payable e.g. overdrafts, credit cards, loans, etc <i>(please specify)</i>		
g	Annual rent payable on principal residence		
6. CAPITAL ASSETS (see note)			
		Father / Step Father	Mother / Step Mother
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		
	▪ PEPs, ISAs, TESSAs , TOISAs		
	▪ Life assurance bonds and policies including endowments		
b	Approximate market value of principal residence <i>(freehold or leasehold)</i>		
c	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery 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 the last five years)</i>		

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		
	<b>TOTAL CAPITAL ASSETS</b>		

7. CAPITAL LIABILITIES (see note )			
		Father / Step Father	Mother / Step Mother
	<i>(Please give details of any capital charges against the assets declared in Section 6)</i>		
a	Mortgage Details		
	▪ amount outstanding on principal residence		
	▪ a final payment date		
b	Other liabilities <i>(please specify)</i>		
	<b>TOTAL CAPITAL LIABILITIES</b>		

8. NET ASSETS			
	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
	<b><i>Please explain any reasons why net assets cannot be converted or utilised to pay school fees.</i></b>		

<b>9. DEPENDENT CHILDREN</b> Please list all children whether in private school or not (see notes) <i>(Include the child to whom this application refers first: if more than 4 children, give details on a separate sheet)</i>					
		1	2	3	4
a	Forename				
b	Date of Birth				
c	School or College Name				
d	Boarding or Day				
		£	£	£	£
e	Annual school or other educational fees <i>(excluding extras and sundry disbursements)</i>				
f	Compulsory additional school charges				
g	Amount of fees shown in (e) covered by:				
	<ul style="list-style-type: none"> <li>Scholarships, Bursaries or other allowances given by school</li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from capital repayment scheme</li> </ul>				
	<ul style="list-style-type: none"> <li>Services/Diplomatic/ Company Education Allowances (gross) <i>(state whether sum has been included in gross salary at 3 (a))</i></li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from Educational Insurance Policies</li> </ul>				
	<ul style="list-style-type: none"> <li>Assistance from any other sources eg Grandparents, trusts, charities, etc <i>(please specify)</i></li> </ul>				
h	<ul style="list-style-type: none"> <li>Annual income of child <i>(if any)</i></li> </ul>				
	<ul style="list-style-type: none"> <li>Capital Value of Trust</li> </ul>				
<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>					

**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:

<input type="checkbox"/>	P60 and Benefits received on P11D	<input type="checkbox"/>	Copy of HMRC tax calculation issued under Self-Assessment	<input type="checkbox"/>
<input type="checkbox"/>	March Pay Advice	<input type="checkbox"/>	Confirmation of self-employment income from an independent accountant	<input type="checkbox"/>
<input type="checkbox"/>	Annual Report & Accounts]	<input type="checkbox"/>	Supporting documents covering the payment of school fees and/or child maintenance	<input type="checkbox"/>
<input type="checkbox"/>	Others <i>(please specify)</i>	<input type="checkbox"/>	Copies of dividend vouchers, bank interest certificates	<input type="checkbox"/>
<input type="checkbox"/>	Court Orders and Legal Separation agreements	<input type="checkbox"/>	Social Security Benefit, Housing Benefit, Job Seekers' Allowance, Employment & Support Allowance, Income Support, Disability Living allowance, Incapacity Benefit, Child Benefit, Working and Child Tax Credits	<input type="checkbox"/>

**12. VERIFICATION OF ASSETS** Please enclose documentary evidence of capital assets and tick those you are enclosing:

<input type="checkbox"/>	Property Valuation	£	<input type="checkbox"/>	Investment Portfolio Valuation	£
<input type="checkbox"/>	Mortgage Statement	£	<input type="checkbox"/>	Contents Insurance	£

### **13. ASSISTANCE FROM OTHER SOURCES**

In order to help the greatest number of parents who need financial assistance, all those who apply for a assistance 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/I are/am offered an Assisted Place 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 Assisted Place 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 Assisted Place 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, our/my child's attendance, progress or behaviour no longer merits the continuation of the award;
  - v) we/I are 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 Assisted Place will be withdrawn and the value of any amount of the Assisted Place 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.

Signatures: (See note on Parents/Applicants)

Parent/Guardian\* (Please sign and print)

Sign .....Print.....Date.....

Parent/Guardian\* (Please sign and print)

Sign .....Print.....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 this form as having been on behalf of both or all such persons***



**FOR OFFICE USE ONLY**

Total Income:	
Allowances for other children & dependents	
Net Income	
Parental contribution	
Annual school fees, less allowances	
Remission required	
Remission awarded	
Assessed by:	
Date:	

## **NOTES FOR GUIDANCE FOR COMPLETION OF ASSISTED PLACE APPLICATION FORM**

Before completing the form, please read these notes carefully, and contact the Credit Control Department at Central Office 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.**

**Please be aware your application maybe automatically declined if the account is in arrears when your renewal application is assessed.**

### **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 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 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 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 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 require to complete and sign the Application Form.

### **SECTION 4: INCOME**

#### **a) If you are Employed:**

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 financial year stated on the form. Taxable benefits in kind agreed with HMRC should also be shown (free or subsidised housing, meals, petrol, cars, etc) – at the amount agreed for taxable purposes.

Please enclose the following supporting evidence (for the tax year in question):

**A copy of your Income Tax form P60**

**A copy of your March payslip**

**A copy of your benefits in kind form P11D**

**Any benefits you are currently receiving**

#### **b) If you are Self-Employed:**

Profits from a business or profession – at the amount of profit or loss agreed by HMRC or relevant tax authority for the year in question (deductions should be made only in respect of capital allowances).

Please enclose the following supporting evidence (for the tax year in question):

**A set of accounts for the accounting period ended during the tax year**  
**A copy of the tax computation submitted to HMRC with your accounts**  
**A copy of your self-assessment tax return submitted to HMRC**  
**A copy of the HMRC tax calculation issued for the tax year**  
**Any benefits you are currently receiving**

OR

**If the above evidence is not available, a letter from a firm of professional accountants confirming the profit or loss, less capital allowances, for the year.**

- c) 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.
- d) All social security benefits received should be declared and type of benefit specified.
- e) 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 or 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 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.
- f) Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.
- g) 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.

#### **SECTION 5: OUTGOINGS**

- a) Enter Income Tax and tax on unearned income SEPARATELY.
- b) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.
- c) Enter capital as well as interest payment on a mortgage for the principal residence.
- d) Only complete this if repayment is effected by means of a full Endowment Policy.
- e) 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. 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.

- c) 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.
- d) 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 a county grant.

- a) The figures to be inserted here refer to the current academic year.
- b) (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 for whom you are applying, details of the annual amount available and the date of commencement of payment from the Trust should be given.
- c) 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.

#### **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, e.g. a known significant change in income or outgoings for the coming year.

#### **CONFIDENTIALITY**

**The school respects the confidentiality of Assisted Place awards made to families and recipients are expected to do likewise.**