|  |  |
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| **Governors’ Bursaries Scheme 2023-2024**  **Declaration of Income and Application for Assistance with Tuition Fees** |  |

**PLEASE READ THE ATTACHED NOTES CAREFULLY AND THEN COMPLETE**

**THE FORM IN BLOCK LETTERS USING BLACK INK AND SUBMIT TOGETHER WITH A LETTER DETAILING YOUR REASONS FOR THE APPLICATION**

The information on this form will be held electronically and is subject to the terms of the Data Protection Act 1998 and the General Data Protection Regulations

**PLEASE NOTE THAT BURSARIES ARE AWARDED DEPENDENT UPON AVAILABLE FUNDS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | CHILD’S FULL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DoB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | |  | | | Year Group (2022-2023) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | |  | | | Full name of Parent 1 / Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Address of Employer or Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you a Director or Proprietor of this Company or Business? YES/NO  If yes, please state the proportion of Company or Business owned by you and or your spouse/partner ……………………. % | | |  | | | Full name Parent 2 / Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employment status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Address of Employer or Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you a Director or Proprietor of this Company or Business? YES/NO  If yes, please state the proportion of Company or Business owned by you and or your spouse/partner ……………………. % | | |  | | | Child’s present address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | | Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | |  | | | Parent 1 / Guardian | Telephone Numbers | | Address if different from above: | |  | | --- | | Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | |  |  | | Parent 2 / Guardian |  | |  | Telephone Numbers | | Address if different from above: | Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | |  | Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | |  | Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | |  |  |   Please advise who has financial responsibility for the child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**INCOME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Parent 1 / Guardian** | **Parent 1 / Guardian** | **Parent 2 / Guardian** | **Parent 2 / Guardian** |
| ACTUAL  2021-2022 | ESTIMATED  2022-2023 | ACTUAL  2021-2022 | ESTIMATED  2022-2023 |
| Gross Salary and other earnings (including all taxable benefits) |  |  |  |  |
| Profits of business or profession |  |  |  |  |
| Gross Pension Income |  |  |  |  |
| Gross investment income from:   1. Building Societies/Banks 2. Company dividends |  |  |  |  |
| Gross income from property |  |  |  |  |
| Social Security benefits\* – see below |  | | | | |
| Benefit\* |  |  |  |  |
| Benefit\* |  |  |  |  |
| Benefit\* |  |  |  |  |
| Income from non-dependent children or lodgers |  |  |  |  |
| Separation or Maintenance Income |  |  |  |  |
| 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    £……………… |
| Any other income not included in above (e.g. letting or sub-letting of properties) |  |  |  |  |
| Redundancy, employment separation or lump sum Payments |  |  |  |  |

\*Benefits include Universal Credit, Child Tax credits, Working Family Tax credit, Employment Support Allowance, Personal Independence Payment and Child Benefit

**OUTGOINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Parent 1 / Guardian** | **Parent 1 /**  **Guardian** | **Parent 2 / Guardian** | **Parent 2 / Guardian** |
| ACTUAL  2021-2022 | ESTIMATED  2022-2023 | ACTUAL  2021-2022 | ESTIMATED  2022-2023 |
| Tax payable on incomes declared above (including tax deducted at source) |  |  |  |  |
| National insurance Contributions |  |  |  |  |
| Pension Contributions |  |  |  |  |
| Mortgage interest/rent on home |  |  |  |  |
| Endowment mortgage insurance |  |  |  |  |
| Any other interest payable (please specify) |  |  |  |  |
| Council Tax payable on home |  |  |  |  |

**SAVINGS, INVESTMENTS & ASSETS**

|  |  |  |
| --- | --- | --- |
|  | **Parent 1 / Guardian** | **Parent 2 / Guardian** |
| Market Value of all investments |  | |
| 1. Building Society/Bank Deposits 2. Equity investments, Government stocks 3. ISAs 4. Other (please specify) | £…………………………..  £…………………………..  £…………………………..  £………………………….. | £…………………………..  £…………………………..  £…………………………..  £………………………….. |
| Approximate market value of principal residence |  |  |
| Approximate market value of any other assets (please specify and include the market value of any insurance policies maturing in this tax year) |  |  |
| Approximate market value of any other properties owned either at home or abroad including time share |  |  |
| Vehicle 1 (Make & Model) |  |  |
| Vehicle 2 (Make & Model) |  |  |
| Vehicle 3 (Make & Model |  |  |
| EXPENDITURE | | |
|  | **Parent 1 / Guardian** | **Parent 2 / Guardian** |
| Mortgage outstanding on house (if applicable)  Final payment date of mortgage  (Please provide annual mortgage statement) |  |  |
| Other liabilities (e.g. credit cards, personal loans etc. – please specify) |  |  |
| Rent per month (if applicable) |  |  |
| Utilities (Gas, electricity. Landline, Broadband) |  |  |
| Vehicle expenditure per month |  |  |
| **SUB-TOTAL:**  **TOTAL ASSETS**  **TOTAL EXPENDITURE** |  |  |
| **NET ASSETS**  **(total assets minus total expenditure)** |  |  |

**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.**

**DEPENDENT CHILDREN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** |
| Name |  |  |  |  |
| Date of Birth |  |  |  |  |
| School |  |  |  |  |

Please submit the following items where appropriate and tick the box to indicate those you are enclosing. All information relevant to your application **must** be submitted or your application will otherwise not be considered.

|  |  |  |
| --- | --- | --- |
| **Employed** | **Parent 1 /Guardian** | **Parent 2 /Guardian** |
| December 2022 (or most recent) Pay Advice slip (s) |  |  |
| P60 for 2021-2022 |  |  |
| Letter confirming any upcoming salary change |  |  |
| Certificates of dividends received from your own company |  |  |
| **Unemployed** |  |  |
| Summary of Social Security Benefits received (this information must be provided by the benefits agency) |  |  |
| **Self Employed** |  |  |
| Full set of certified business Report and Accounts (including Balance Sheet) for the years 2021-2022 and estimated for 2022-2023 |  |  |
| Full details of personal drawing or salary payments from business (this should be verified by an appropriate third party, e.g. your accountant) |  |  |
| **Miscellaneous** |  |  |
| Working Families’ Tax Credit letter of award |  |  |
| Child Tax Credit letter of award |  |  |
| Child Benefit letter of award |  |  |
| Details of any pensions or other state benefits received |  |  |
| P60(s) for any occupational pensions received |  |  |
| Details of maintenance payments received |  |  |
| Annual investment portfolio details and statements |  |  |
| Details of any dividends received |  |  |
| Bank & building society statements x 3 months |  |  |
| Certificate of interest for all bank or building society accounts |  |  |
| Credit card statement(s) |  |  |
| Personal or other loan statement(s) |  |  |
| Full details of rental income received |  |  |
| Details of any capital gains on the disposal of chargeable assets |  |  |
| Annual mortgage statement for 2021-2022 |  |  |
| Property valuation |  |  |
| Property Contents insurance notice |  |  |
| A copy of the 2020-2021 tax calculation sent to you by HM Revenue & Customs |  |  |
| Mobile phone contract (payment amount & duration) |  |  |
| Other (please specify) |  |  |

**PAGE LEFT BLANK FOR ANY ADDITIONAL INFORMATION**

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| --- |
| **DECLARATION**  After completion, all parents / guardians should sign the following declaration    I/We declare that to the best of my/our knowledge and belief, all the particulars here  submitted are true and contain a full statement of my/our income from all sources  during the periods shown.  **I/we understand that the provision of false information may lead to my/our child being disqualified from** **assistance under the bursaries scheme and the value of any bursary previously awarded will become repayable.**  Please sign Parent 1/ Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent 2 /Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If the above declaration is signed by only one parent, please state the reason below.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If divorced or separated, you may be asked to provide further information. |

**THIS FORM MUST BE RETURNED BY NO LATER THAN 16th December 2022.**

**\*\*\*\*\*\*\*\*PLEASE RETURN TO BUSINESS MANAGER, HAMILTON COLLEGE\*\*\*\*\*\***