

April 2024

3. Father's /step-father's /guardian's income

Enter below your gross current earnings and expected income per year from all sources for 2024 and 2025.

	Actual figures for tax year ended April 2024	Estimated full year figures for current tax year ending April 2025
Gross salary (eg. before deductions for tax)		
Taxable benefits		
Bonus payments		
Gross profits of your own business /company		

4. Mother's /step-mother's /guardian's income

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5. Main residence

State whether it is:

Owned with a mortgage	Yes /No	If yes, monthly payment is £
Owned with no mortgage	Yes /No	
Rented	Yes /No	If yes, monthly rent is £

Do you receive any housing benefit or council tax benefit?

8. Liabilities

Please provide details of

Mortgage – a
Loans (please
Credit cards

11. Any other relevant information

Please provide any other information that you feel is relevant to your application. You may continue on further sheets if necessary.

12. Assessing your bursary application: data protection considerations

The school reserves the function of making a decision regarding your application for a bursary, but employs the services of an independent third party to prepare the information which is used to make this decision. This means that, for the purposes of your application:

- the school is the controller of your information
- the appointed third party is the processor of your information
- the appointed third party is registered with the Information Commissioner's Office and has satisfied the school as to its arrangements regarding the security of any information and documents you may provide as part of your application.

Please note that no application will be considered unless the process as detailed below is followed. In making this application and completing this form you will be taken to have consented to the processing of financial and personal data relating to the applicants, personal data relating to the child, and sensitive personal data relating to the applicants and child. Relevant information may be obtained from third parties. You are also taken to have consented to the following:

1. If you have been asked to complete a bursary application form this should be completed fully and sent to the school directly. Please note, the school cannot be held responsible for any incomplete information, so it is in your interest to complete it as fully and as detailed as possible. Supporting paperwork will only be requested once your application has reached shortlisting stage.
2. The completed application form and any supporting paperwork (when supplied) will be scanned and kept securely on the school system. It will only be forwarded to (w)-6.45lis brng peeh (w.3 (.4 Tc 0.00a5a (p)5..7 (g p).5 (st

You are entitled to request that your information be deleted permanently at any time.

It should be noted that the report produced by any third party is the property of the school and the Information Commissioner's Office regards your report as confidential and exempt from the provision of Subject Access Requests.

I/we have read the above and consent to my/ours and the child's/children's information being processed in the manner described above:

Father /step-father /guardian: _____ **Date:** _____

Please print name in capital letters: _____

Mother /step-mother /guardian: _____ **Date:** _____

Please print name in capital letters: _____

13. Declaration

We/I have read the application form, and the accompanying bursary policy, and have made a complete declaration of our/my income and assets. We/I understand that if we/I are/am offered a bursary for our/my child and accept a place for him/her at the school:

- a) the assessment process may also involve interviews and/or home visits by the school or its appointed third party. The school may make use of publicly available information in assessing the application;
- b) our/my child's fees account with the school will be credited termly with the amount of the bursary;
- c) if the bursary is less than 100% we will be responsible for payment of the remainder of the fees;
- d) we/I understand that any award or bursary 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 school and supply all relevant supporting evidence by the return date indicated;
- e) we undertake to report immediately any material change in the financial position declared;
- f) the bursary may be withdrawn or reduced, and in certain circumstances, past payment reclaimed if:
 - i) there is a breach of the school's terms and conditions attached to the acceptance of a place for our/my child at the school;
 - ii) we/I have 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 school to evidence our/my financial circumstances;
 - v) there is in the view of the Principal either unsatisfactory work or conduct;
 - vi) the school's resources are insufficient to maintain the level of award.
 - vii) fees payable by parent or guardian are in arrears/unpaid.

Father/step-father/guardian: _____ **Date:** _____

Please print name in capital letters: _____

Mother/step-mother/guardian: _____ **Date:** _____

Please print name in capital letters: _____

If the sections on this page are signed by only one parent, please delete as necessary: divorced /separated /widowed /other. If selecting "other" please state the reason:

Verification of details

Please note, if your child is considered for a bursary you will be required to provide appropriate original documentary evidence to support the information provided within this form. Any original documents provided will be copied and returned to you. You do not need to provide any documentary evidence at this stage however, if necessary, you will be asked to provide the following:

1. P60
2. Schedule D tax assessment
3. HMRC self-assessment tax certificate (SA302)
4. Pay advice
5. Schedule E tax assessment
6. Report & accounts for the latest year ((including Statement of Profit & Loss and Balance Sheet)
7. Statements of benefits received
8. Child benefit
9. Tax credit
10. Mortgage statement
11. Contents insurance
12. Any other documents deemed appropriate

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