

**The Princethorpe Foundation  
Confidential Statement of Financial Circumstances  
in support of an application for a grant**



**Please read the Notes for Guidance on pages 9 and 10 before completing this questionnaire**

**Only one form is required per family**

*This questionnaire is in the format recommended by the Independent Schools Bursars Association.*

<b>APPLICATION FOR:</b>		
<b>Bursaries are granted on entrance to a foundation, hardship awards are for existing parents</b>		
	<b>Tick</b>	
<b>Crackley Hall School</b>		
<b>Crescent School</b>		
<b>Princethorpe College</b>		
<b>Bursary award (new entrants)</b>		
<b>Thomas More scholarship (new entrants)</b>		<i>Princethorpe College only</i>
<b>Chevalier scholarship (new sixth form entrants)</b>		<i>Princethorpe College only</i>
<b>Hardship award (existing pupils)</b>		

<b>1. CHILD(REN)</b>		
a	Full Names	
b	Date of Birth	
c	Term/Year of Entry	

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

<b>3. PARENTS' OCCUPATIONS</b>			
		Father/Step Father	Mother/Step Mother
a	Job Title		
b	Employed (insert employer's name, address and phone number)		
c	Self-employed (complete 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		
d	Unemployed		
e	Retired		

<b>4. INCOME</b> (see note)			
<i>(Please enter below your current earnings and expected income from all sources for this tax year)</i>			
		Father/Step Father	Mother/Step Mother
a	Gross Salary and other emoluments (including all taxable benefits & expenses) for the year to 5 <sup>th</sup> April 20[ ]		
b	Taxable profits of trade or profession for last two annual accounting periods	(i). (ii).	(i). (ii).
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		
		Father/Step Father	Mother/Step Mother

f	Social Security benefits (including Child Benefit and Child Tax Credits)		
g	Separation or Maintenance Allowance		
h	Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for foundation fees.	Yes/No	Yes/No
i	Benefits in Kind provided free by reason of employment not already included in (a) above		
j	Any other income or gains not included in (a) to (i) above e.g.: trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc.		
k	Please enclose a copy of your self assessment tax calculation for the previous year.		

<b>5. OUTGOINGS</b> (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		

<b>6. VEHICLES</b> <i>(Please provide details of all vehicles owned or used such as company cars)</i>			
		Father/Step Father	Mother/Step Mother
a	Car registration		
b	Age (years)		
c	Ownership	Company car/ owned/ other	Company car/ owned/ other
d	Monthly payment re loan, rental, hp, purchase or other agreement		
e	Other vehicles e.g. classic cars		

<b>7. CAPITAL ASSETS</b> (see note)			
		Father/Step Father	Mother/Step Mother
a	Approximate market value of all investments		
	<ul style="list-style-type: none"> <li>• Building Society/Bank deposits/National Savings accounts</li> </ul>		
	<ul style="list-style-type: none"> <li>• Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks</li> </ul>		
	<ul style="list-style-type: none"> <li>• PEPs, ISAs, TESSAs , TOISAs</li> </ul>		
	<ul style="list-style-type: none"> <li>• Life assurance bonds and policies including endowments</li> </ul>		
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>8. CAPITAL LIABILITIES</b> (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		
	<ul style="list-style-type: none"> <li>amount outstanding on principal residence</li> </ul>		
	<ul style="list-style-type: none"> <li>a final payment date</li> </ul>		
b	Other liabilities <i>(please specify)</i>		

<b>9. NET ASSETS</b>			
	TOTAL ASSETS (7)		
	LIABILITIES (8)		
	NET ASSETS (7-8)		
<b><i>Please explain any reasons why net assets cannot be converted or utilised to pay foundation fees.</i></b>			

**10. DEPENDENT CHILDREN** (see note)

(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)

		1	2	3	4
a	Forename				
b	Date of Birth				
c	Foundation or College				
d	Boarding or Day				
		£	£	£	£
e	Annual foundation or other educational fees (excluding extras and sundry disbursements)				
f	Compulsory additional foundation charges				
g	Amount of fees shown in (e) covered by:				
	<ul style="list-style-type: none"> <li>Scholarships, Bursaries or other allowances given by foundation</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) (state whether sum has been included in gross salary at 3 (a))</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 e.g. Grandparents, trusts, charities, etc. (please specify)</li> </ul>				
h	<ul style="list-style-type: none"> <li>Annual income of child (if any)</li> </ul>				
	<ul style="list-style-type: none"> <li>Capital Value of Trust</li> </ul>				
<p>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.</p>					

**11. OTHER DEPENDENTS** *(Please give details)* (see note )

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<b>12. VERIFICATION OF INCOME AND ASSETS</b>	<b>Tick if included</b>	<b>For Office use only</b>
P60 or P11D		
Most recent pay advice slip		
Last 3 months bank statements		
Annual report & accounts (including balance sheet)		
Copy of HMRC tax calculation issued under self-assessment		
Confirmation of Schedule D self-employment income from an independent account		
Court Order or Legal separation agreement (covering payment of school fees and child maintenance)		
Most recent benefit statement (social security benefit, housing benefit, job seekers' allowance, employment & support allowance, income support, disability living allowance, incapacity benefit, child benefit and universal tax credits)		
Copies of dividend vouchers, bank interest certificates		
Property valuation		
Investment Portfolio Valuation		
Mortgage Statement		
Rental Agreement		
Contents insurance schedule		

**14. HOME VISIT**

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

Yes / No  
*Delete as appropriate.*

**ASSISTANCE FROM OTHER SOURCES**

In order to help the greatest number of parents who need financial assistance, all those who apply for a Grant from the Foundation 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 a Grant for our/my child and accept a place for him/her at the foundation, the following terms and conditions will apply as between ourselves/myself and the Foundation:-

- a) our/my child's fees account with the Foundation 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 Foundation 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 act or our/my child acts in breach of the Foundation's Terms and Conditions attached to the Acceptance Form for our/my child at the foundation;
  - 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 Foundation 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/am more than [28] days in arrears in respect of any amount due and owing to the Foundation;
  - vi) there is a material change in our/my financial circumstances;
  - vii) the Foundation'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 Foundation forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Grant.

**The Foundation arranges for applications to be reviewed by external consultants. We authorise the Foundation to share relevant information including this application form and any supporting evidence with third parties as part of the application process.**

**Applications for the Thomas More Scholarship need to be accompanied by a letter of recommendation signed by the Parish Priest. The letter should include details of the length of time that the candidate has been known to them and confirmation of the candidate's date of baptism.**

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 foundation 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.*

## Guidance Notes 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 Foundation 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 Revenue & Customs (HMRC) include the relevant national Taxation Authority.

### 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 foundation 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 Foundation, both mother and father will require to complete and sign the Application Form.

### Section 4: 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, meals, 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). Copies of the latest set of accounts should be included.
- d) 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) All social security benefits received should be declared and type of benefit specified.
- g) Court Orders, Legal Separation Agreements and Voluntary Arrangements for Foundation 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 Foundation 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 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.

- i) Include free benefits in kind agreed by HMRC as not subject to tax, e.g. representative occupation of house, free meals.
- j) 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.
- c) Enter annual superannuation contribution of (if applicable) payments to other Pension Schemes SEPARATELY.
- d) Enter capital as well as interest payment on a mortgage for the principal residence.
- e) Only complete this if repayment is effected 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).

### **Section 6: Cars**

In addition to taking account of all relevant sources of income, the Foundation takes account of any vehicles used or owned by the applicants including company cars.

### **Section 7: Parents'/Applicants' Capital Assets**

In addition to taking account of all relevant sources of income, the Foundation 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 8: 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 foundation rate. Enter in other columns any other of your children who are unmarried and at a foundation, 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) Members of HM Forces and Diplomatic Service should include the amount of any Education Allowances which they received. 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 off 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.
- 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.

## 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 Foundation respects the confidentiality of bursary awards made to families and recipients are expected to do likewise.**