

GROW ■ ACHIEVE ■ INSPIRE

Gosfield School

Confidential Statement of Financial Circumstances

In Support of an Application for a Bursary

Please read the notes for guidance on page 6 and 7 before completing this questionnaire.

This questionnaire is in the form recommended by the Independent Schools' Bursars Association

I CHILD

(a)	Full names			
(b)	Date of birth	D	D	M
		M	M	Y
		Y	Y	Y
		Term / Year of entry (if not enrolled)		

2 PARENTS (see note 2)

	Father/Step-Father	Mother/Step-Mother
(a) Names		
(b) Title		
(c) Address		
(d) Occupation		
(e) Employment Status		
(f) Name and address of Employer or Business		
(g) Are you a Director or Proprietor of this Business? If YES, state the proportion of the business you and/or your spouse/partner own	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
(h) Daytime Tel No		
Evening Tel No		
Mobile Tel No		
E-mail address		

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 school are asked first to enquire if they are eligible for assistance from any other source.

Please state whether you have applied to trusts/foundations for a grant and if so which and with what results.

Assistance from Grandparents YES <input type="checkbox"/> NO <input type="checkbox"/>	Assistance from other family YES <input type="checkbox"/> NO <input type="checkbox"/>
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3 INCOME (see note 3) (Please enter below your current earnings and expected income for all sources this tax year)

	Father/Step-father	Mother/Step-Mother
(a) Gross salary and other similar earnings <i>(including all taxable benefits & emoluments)</i>		
(b) Profits of business, farm estate or profession		
(c) Gross pension, widow's pension etc		
(d) Gross investment income from:		
(i) Building societies/banks		
(ii) Dividends		

(e)	Gross income from property	<input type="text"/>	<input type="text"/>
(f)	Social Security Benefits <i>(including Child Allowance)</i>	<input type="text"/>	<input type="text"/>
(g)	Separation or Maintenance Allowance	<input type="text"/>	<input type="text"/>
(h)	Is there a Court Order/ Separation Agreement <i>If YES please state annual amount payable for school fees</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
		<input type="text"/>	<input type="text"/>
(i)	Benefits in kind provided free by reason of employment	<input type="text"/>	<input type="text"/>
(ii)	Any other income not included in (a) or (i) above.	<input type="text"/>	<input type="text"/>

4 OUTGOINGS (see note 4)

(a)	Tax payable on incomes declared above <i>(including tax deducted at source)</i>	<input type="text"/>	<input type="text"/>
(b)	National Insurance Contributions	<input type="text"/>	<input type="text"/>
(c)	Superannuation Contributions	<input type="text"/>	<input type="text"/>
(d)	Mortgage Interest <i>(including capital repayment as well as interest)</i>	<input type="text"/>	<input type="text"/>
(e)	Endowment mortgage insurance	<input type="text"/>	<input type="text"/>
(f)	Any other interest payable <i>(please specify)</i>	<input type="text"/>	<input type="text"/>
(g)	Annual landlord rent payable on principal residence	<input type="text"/>	<input type="text"/>

5 CAPITAL ASSETS (see note 5)

(a)	Approximate market value of all investments	<input type="text"/>	<input type="text"/>
(i)	Building Society / Bank Deposits	<input type="text"/>	<input type="text"/>
(ii)	Equity Investments, Government Stocks	<input type="text"/>	<input type="text"/>
(iii)	PEPS, ISAs, TESSAs	<input type="text"/>	<input type="text"/>
(b)	Approximate market value of principal residence <i>(freehold or leasehold)</i>	<input type="text"/>	<input type="text"/>
(c)	Approximate market value of other possessions including house contents, car etc	<input type="text"/>	<input type="text"/>
(d)	Cash at banks or elsewhere <i>(current accounts only)</i>	<input type="text"/>	<input type="text"/>
(e)	Approximate market value of any other assets <i>(please specify and include the market value of any insurance policies maturing this tax year or the last five years.)</i>	<input type="text"/>	<input type="text"/>

(f) Net worth/value of any business which you own/share	<input type="text"/>	<input type="text"/>
(g) Approximate market value of any other properties owned either in the UK or abroad	<input type="text"/>	<input type="text"/>
(h) Redundancy, employment separation or lump sum payments	<input type="text"/>	<input type="text"/>

6 CAPITAL LIABILITIES (see note 6) *(Please give details of any capital charges against the assets declared in section 5)*

(a) Mortgage	<input type="text"/>	<input type="text"/>
(i) Amount outstanding on house	<input type="text"/>	<input type="text"/>
(ii) Final payment due	<input type="text"/>	<input type="text"/>
(b) Other liabilities (please specify)	<input type="text"/>	<input type="text"/>
SUB-TOTAL Assets (5)	<input type="text"/>	<input type="text"/>
Liabilities (6)	<input type="text"/>	<input type="text"/>
Net Assets (5-6)	<input type="text"/>	<input type="text"/>

7 DEPENDENT CHILDREN (see note 7) *(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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Boarding or Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Annual school or other education fees (excluding extras and sundry disbursements)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
(f) Compulsory additional school charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(g) Amount of fees shown in (e) covered by:				
(i) Government Assisted Places Scheme, Scholarships, Bursaries or allowances given by the school.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(ii) Annual sum arising from capital repayment scheme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(iii) Services / Diplomatic / Company Education Allowances (gross) (state whether sum has been included in gross salary at 3(a))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(iv) Annual sum arising from Educational Insurance Policies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(v) Assistance from any other sources e.g. Grandparents, trusts, settlements etc (please specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(f)					
(i)	Annual income of child (if any)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(ii)	Capital value of trust	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The details requested with regard to the fees payable and grants received on behalf of your children are for information only and will not normally be taken into account in the assessment of the level of bursary awarded.

8 OTHER DEPENDANTS (see note 8 please give details)

9 ANY OTHER RELEVANT INFORMATION (see note 9)

10 VERIFICATION OF INCOME Please enclose documentary evidence in support of the income figures in section 3.

Please tick which you are enclosing

P60 <input type="checkbox"/>	March Pay Advice <input type="checkbox"/>	Reports & accounts (including balance sheet for the years ____/____) <input type="checkbox"/>	Scheduled Tax assessment <input type="checkbox"/>
Others <input type="checkbox"/>	<input type="text" value="Please specify"/>		

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

Property Valuation <input type="checkbox"/>	Mortgage Statement <input type="checkbox"/>	Investment Portfolio Valuation <input type="checkbox"/>	Contents Insurance <input type="checkbox"/>
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12 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 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 school:-

- (a) our / my child's fees account with the School will be credited termly with the amount of the grant;
- (b) we / I understand that any award or grant 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;
- (c) undertake to report immediately any material change in the financial position declared;
- (d) the grant 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 the award;

SIGNATURES

Father / Step-Father	Date
_____	_____
Mother / Step-Mother	Date
_____	_____

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION FORM

Before completing this application form, please read these notes carefully, and contact the Business Manager if further information 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 Inland Revenue should include the relevant national taxation authority.

2 Parents / Applicants

These are defined as;

- the natural father and mother of the child where they live together (whether they are married to each other or not) and the child normally resides with them both in the same household; or
- the parents 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 B 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 purpose 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 in formal care of 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 they child attends the School, both mother and father will be required to complete and sign the Application form..

3. 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, commissions 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 the Inland Revenue 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 HMIT 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.
- (d) 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.
- (f) All social security benefits received should be declared and type of benefit specified.
- (g) **Court Orders, Legal Separations 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, applications 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 Inland Revenue as not subject to tax, eg representative occupation of house, free meals.
- (j) Enter income from letting or subletting or property at the amount of the NET profit agreed with the Inland Revenue; and royalties and all other sources including entertainment and travel allowances etc.

4. Outgoings

- (a) Enter Income Tax and 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 for the principal residence.
- (e) Only complete this if repayment is effected by means of full Endowment Policy.
- (f) Include bank overdraft and other loan charges incurred during the year (specify the purpose of the loan).

5 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 taken or building society.
Investment 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 the parents.
- (f) If you run your own business or a partners in a business, then you should show the net value of the company.
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.

6 Parents' / Applicants' Capital Liabilities

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

7 Dependent Children

Use column number 1 for the children who are now applying at his / her current school rate. Enter in the other columns any other of your children who are unmarried and at a school, university or other educational institution which attracts a county grant.

- (g) (iii) Members of the 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, 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 Deed has been drawn in favour of the child for whom you are applying, details of the annual amount available and the date of commencement of payment under the Deed should be given.
- (h) Where the child has any unearned income, eg 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.

8 Other Dependants

If you qualify for a Carer's Allowance or have an aged grandparent or relative living you or dependent upon you, please provide details include age, address, condition, etc.

9 Any Other Relevant Information

Please enter, on a separate sheet if necessary, any details which may affect the assessment of a grant, eg a significant change in income or outgoings for the incoming year.



ESTABLISHED 1929

Gosfield School

Please return completed form in an envelope marked **PRIVATE AND CONFIDENTIAL** to

**Admissions
Gosfield School
Cut Hedge Park
Halstead Road
Essex
CO9 1PF**

Useful Contact Information

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Halstead Road, Gosfield, Essex CO9 1PF

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- admissions@gosfieldschool.org.uk

A not for profit charity. 100% of income is invested for the benefit of the pupils of the school.

Registered Charity No: 310871.



A co-educational independent
through school