

BROMSGROVE SCHOOL (including Winterfold School)

BURSARIES & FEES ASSISTANCE: ADMISSIONS FOR ACADEMIC YEAR 2024/2025

DECLARATION OF INCOME AND ASSETS

| | | |
|--|-----------------------------|-------------------------------------|
| Child's Full Name: | Date of Birth: | |
| Date of Entry: | School Yr Sep 24 : | Day / Weekly Boarder / Full Boarder |
| (eg Year 7, Year 9, Year 12 etc) | | |
| Full name of Parent(s): | Mother: | |
| | Father:..... | |
| Child's present address: | | |
| | | |
| | Postcode | |
| Mother's present address (if different from above): | | |
| | | |
| | Postcode | |
| Mother's mobile number: | | |
| Mother's email address for any queries: | | |
| Father's present address (if different from above): | | |
| | | |
| | Postcode | |
| Father's mobile number: | | |
| Father's email address for any queries: | | |

DECLARATION

After reading [Notes 1 - 4](#) carefully, the following declaration should be signed by both parents (or see below):

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 prosecution or to my / our child being disqualified from assistance under the scheme.

I / we acknowledge and agree that the Governors are entitled to make investigation in connection with this application and make use of this information.

| | | |
|-----------|--------------|------------|
| Signature | Father | Date |
| | Mother | Date |

If the above declaration is signed by only one parent please delete as necessary below.

Divorced / legally separated / widowed / other – state reason

.....

If divorced, legally separated or widowed please provide documentary evidence if you have not already done so.

RETURN DEADLINE This form must be returned by no later than 15 December 2023 to Kim Elvy, Administration Manager, Bromsgrove School, Worcester Road, Bromsgrove B61 7DU. Email kelyv@bromsgrove-school.co.uk

PART 1: PARENTAL DETAILS

1 a **Name of Father**Unemployed Employed Self-Employed
 b. Profession, business or trade

 c. Name and address of employer or address of business

 d. Are you a director of this company? YES NO
 e. If YES, please attach details of your shareholdings

2 a. **Name of Mother**Unemployed Employed Self-Employed
 b. Profession, business or trade

 c. Name and address of employer or address of business

 d. Are you a director of this company? YES NO
 e. If YES, please attach details of your shareholdings

PART 2: DEPENDENT CHILDREN

3 **DEPENDENT CHILDREN**

Give details in respect of all children who wholly or mainly depend on the parents, **including** the child for whom this application is made.

CURRENT SCHOOL

Name
 date of Birth

Name
 Date of Birth

Name
 Date of Birth

Name
 Date of Birth

PART 3: PARENTAL INCOME

4 PARENTS' INCOME

Please complete the table below showing income from all sources, before deduction of tax, for the financial year 2022 – 23 (i.e. 6 April 2022 to 5 April 2023) See notes 5 – 16.

Parents must provide copies of documentary evidence for all income declared in this section.

| | | Notes | 2022- 2023 Actual £ |
|---|--|------------------|------------------------|
| a | Earned income (Notes 5 – 8) (P60) | Father's income | (5 – 8) |
| | | Benefits in kind | |
| | | Mother's income | |
| | | Benefits in kind | |
| b | Pension contribution if not included above | Father | (9) |
| | | Mother | |
| c | Additional Voluntary Contributions if not included above | Father | (9) |
| | | Mother | |
| d | Occupational Pensions received (please detail on part 4) | (10) | |
| e | Social Security Benefits (please detail on part 4) | | |
| f | Property Income (please detail on part 4) | (11) | |
| g | Building Society Interest received gross | (12) | |
| h | Investment Income gross | (13) | |
| i | Child Support, Separation or Maintenance Allowance | (14) | |
| j | Redundancy Payments (please list on part 4) | (15) | |
| k | Any other income not included above (please list on part 4) | (15) | |
| | | TOTAL | £ |

5 ESTIMATED INCOME

To be completed only by self-employed parents or others entering estimated rather than actual income figures in section 4 (PART 3). Those entering estimated income figures should state:

- a Period for which latest actual figures are available
- b Latest actual figures for earned income
- c Date when actual figures for 2022-2023 are likely to be available

6 VERIFICATION OF INCOME - All of the following are essential and must be provided with the application. (Note 7)

- P60 April 2023
- Latest 3 payslips (2023)
- Latest 3 months of statements of all bank accounts including savings
- Latest Mortgage Statement or rent review

Please also provide the following if applicable;

- Inland Revenue Self-Assessment Return 2022-23
- Latest Business Accounts

PART 5: STATEMENT OF MONTHLY INCOMINGS AND OUTGOINGS

(See Note 17)

| INCOMINGS | £ (monthly) |
|---|-------------|
| My / our current monthly take home pay (including overtime, bonuses etc) net of tax and NI <i>(this is your current income at the time of filling the forms)</i> | |
| Social Security Benefits | |
| Child Benefits | |
| Income related to pensions | |
| Maintenance payments | |
| Investment Income | |
| Rental Income | |
| Dividends received | |
| Other income eg from property (give details below) | |
| TOTAL £ | |

| OUTGOINGS | £ (monthly) |
|---|-------------|
| Mortgage payments (including second mortgage if applicable) | |
| Rent | |
| Council Tax | |
| Gas & Electricity | |
| Water Charges | |
| Mobile phones | |
| Telephone | |
| TV rental and licence | |
| Housekeeping, food, school meals | |
| School fees | |
| Travelling expenses (petrol / car parking) | |
| Car Expenses (maintenance / lease payments) | |
| Clothing | |
| CSA / Maintenance payments | |
| House / personal insurance | |
| Holidays | |
| House Maintenance | |
| Sport Subscriptions & Music lessons (dependent children) | |
| Loans – Bank etc | |
| Savings (Birthday/Christmas etc) | |
| TOTAL £ | |

PART 6: DECLARATION OF NET CAPITAL ASSETS

(See Note 18)

| | | | |
|----------|---|--------------|----------------|
| 1 | Property | | |
| | Current market value of property (base on local selling prices) | | |
| | Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Terraced <input type="checkbox"/> Flat <input type="checkbox"/> | | £ |
| | Number of bedrooms <input type="checkbox"/> | | |
| | Any other property owned by you | + | £ |
| | Deduct Mortgage outstanding (enclose latest statement) | - | £ |
| | Length of mortgage remainingyears. | | |
| | Interest only <input type="checkbox"/> Repayment <input type="checkbox"/> | | |
| | | TOTAL | _____ |
| 2 | Investments | | |
| | Market value of all investments (include TESSAs, ISAs, Equities, Investment Trusts, Gilts etc) | | £ |
| 3 | Business Holdings | | |
| | Net worth of holding in partnership/private company (audited accounts required) | | £ |
| 4 | Bank/building society accounts (current & savings) | | |
| | Please send last 3 months of bank statements for all accounts including savings accounts (the application will not be assessed without this) | | |
| | A | Balance | £ |
| | B | Balance | £ |
| | C | Balance | £ |
| | D | Balance | £ |
| 5 | Loans & Credit Cards | | |
| | Total value of current bank loans. Length remaining.....years | | £ |
| | Total value of credit card balances | | £ |
| 6 | Insurance Policies | | |
| | Value of Insurance policies maturing in the academic year | | £ |
| 7 | Any Other Assets (including Trust Funds) | Value | £ |
| | | NET | £ |
| | | TOTAL | |

BROMSGROVE SCHOOL

NOTES FOR PARENTS ON COMPLETING A BURSARY/FEE ASSISTANCE APPLICATION FORM

These notes are provided for the guidance of parents completing the means tested bursary/fees assistance application form. The notes cover a variety of circumstances but if you have difficulty answering any of the questions, **please consult the Bursar**. The criteria governing eligibility for the scheme is determined annually by Governors.

DECLARATION CONCERNING VALIDITY OF INFORMATION

1. Parents are reminded that if false information is knowingly or recklessly provided, the Bursar may withdraw the financial assistance provided by the School.
2. The declaration on the front of the form should be signed by both parents of the child for whom application is made, or if one parent signed, the reason for that should be given (e.g. divorced, legally separated, deceased, living overseas). **If parents are divorced or legally separated and living apart, relevant documentation to substantiate this must be submitted.**
3. Under normal circumstances parents will be assessed on income in the Financial Year 2022/2023. There is however provision for assessment to be made on the basis of the current year's expected income (23/24) in cases where significant and unforeseen changes in family circumstances have occurred (see Note 16 below).

PARENTS

- 4a. The persons about whom details should be given on the form, and their income declared, are as follows:
 - i. the natural father and mother of the child where they live together as husband and wife and the child normally resides with them both in the same household; or
 - ii. the parent of the child with whom the child normally resides and his/her partner (whether married or unmarried); or
 - iii. the child's guardian appointed in accordance with section 5 of the Children Act 1989 (or any earlier enactment) and the spouse (if any) of that guardian where the spouse normally resides with that guardian and the child in the same household; or
 - iv. the person with whom the child resides in accordance with either (a) a subsisting residence order made under section 8 of the Children Act 1989; or (b) any subsisting court order (other than a residence order) which specifies who is to have actual custody or care of the child; or
 - v. where a child either has no parents as defined above or the School is satisfied that no such parents can be found and the child 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 child shall be treated as one whose parents have no income; or
 - vi. where none of the above applies, the parent is the person with whom the child normally resides in accordance with any informal care or fostering arrangement and that person's spouse (if any) where the spouse normally resides with that person and the child in the same household.

On the form, for simplicity, any male parent, step-parent, partner or guardian as defined above, is referred to as "father" and any female parent, step-parent, partner or guardian as "mother".

INCOME

5. Actual income should normally be declared for the financial year ending 5 April 2023. In the case of self-employed persons and others who have not finally agreed their income for that year with HM Inspector of Taxes, they should provide an estimate of income for the year ending April 5 2023 in Section 6.
Persons who normally use an accounting year other than the "tax year" ending 5 April should state this fact and give the dates to which income declared refers. In these cases, the previous financial year would be the accounting year which ended before 5 April 2023.
6. As a general principle gross income before tax should be declared. Income from ALL sources must be included. In ALL cases income arising outside the UK should be included. NO DEDUCTIONS should be made in respect of allowances made for tax purposes – specifically; personal allowances; superannuation etc. contributions; donations direct to charities; mortgage interest and income from abroad. The amount to be declared should include any amounts received as profit related pay or by virtue of a salary surrender scheme.

VERIFICATION

7. The following documentary evidence of the earned income figures entered in section 6a of the form (or in section 7b if an estimate of income is entered at section 6a) must be enclosed when the form is returned.
 - i. **Where income is derived from salary, wages etc.** - a copy of Form P60 (or similar document) supplied by employers at the end of the financial year, and a copy of the parents' most recent pay advice. If superannuation contributions are not shown on the P60 or pay advice some verification of these from employers must be produced.
 - ii. **Salaried directors of limited companies** – a Form P60 and an appropriate self assessment return using the supplementary pages for employment. All drawings must be declared.
 - iii. **Where a parent is self-employed** – a copy of the completed Self-Assessment Return made to Inland Revenue, or, if this is not yet available, a copy of the audited business accounts for the financial year 2022-2023 or for the business accounting year which ends in that financial year, or a statement by your accountant. Where final figures for the 2022-2023 financial year are not available, the Bursar will undertake provisional assessments of income pending the submission of final accounts. To validate the figures submitted, the Bursar will later require sight of Inland Revenue documentation confirming the amount of tax due and paid.
 - iv. **Benefits in kind** should be shown as the taxable amount. This will be found on an appropriate Notice of Coding issued by the Inland Revenue or on a form P11D (or P9D) issued by an employer.
 - v. **Profit related pay** should be verified by means of a letter provided by an employer which should set out details of any income received as profit related pay or by virtue of a salary surrender scheme. Parents must provide copies of documentary evidence for all income figures entered in sections, 6 and 7. **Failure to provide evidence may result in the refusal of a bursary or any fees assistance.**
8. The amounts quoted for **earned income** should include:
 - a. the **GROSS** 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;
 - b. **profits from a business or profession** – at the moment of GROSS income as shown on a Self Assessment Return, as agreed by HM Inspector of Taxes for the year in question (deductions should be made only in respect of capital allowances, losses and stock relief). The amount of any balancing charges or stock relief recovery charges should be included;
 - c. **benefits in kind**, free of subsidised housing, mobile telephone, meals or cars etc. – at the moment assessed for tax purposes.

9. If parents enter an amount for earned income at section 4a which is **NET** of employee's pension contributions, including additional voluntary contributions, paid during the year, the total of those employee's contributions should be entered at section 4b. Separate documentary evidence of those contributions will also be required.
10. Income from letting or sub-letting of property should be declared – at the amount of the NET profit agreed with HMRC.
11. Most **Building Society interest**, bank interest and some local authority interest is taxed at source at the basic rate. The GROSS amount of interest received for the financial year should be entered. Interest derived from TESSAs and ISAs need not be declared, provided that no withdrawal is made during the investment period.
12. All other investment income, e.g. interest of National Savings Bank deposits, dividends, and annuities, 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. The taxable amount only should be included where income is received under **an insurance policy**.
13. Parents receiving **maintenance payments**, or separation allowances, whether voluntary or under a Court Order or Separation Agreement or arrangements made by the Child Support Agency should enter the amount required to be paid in the year. Maintenance payments should be declared whether or not the arrangements are being complied with. They should also enter the amount of tax recovered on the payment. Where parents make such payments under a Court Order or Separation Agreement or through the child Support Agency, the **GROSS** amount they paid during the year should be clearly entered as a negative sum. In cases where parents both receive and pay sums for maintenance, two separate entries should be made. (See also Note 18.)
14. Amounts entered under **"any other income"** should include any sums received as redundancy payments, "golden hand-shakes", etc. Contributions to household costs by other members of the wider family, by other adults unrelated to the child, or by outside sources, should also be included. However, although it must be declared, the following will not be included in the calculation of relevant income
 - a. redundancy payments of up to £30,000. If payments exceed that amount, £30,000 will be deducted for this purpose;
 - b. the amount of any student award received by a parent from a local education authority;
 - c. any allowance paid by an adoption agency under the Adoption Act 1976, as amended;
 - d. residence allowances paid under the Children Act 1989;
 - e. capital gains up to £10,100 (for each parent).
15. Parents should declare the **GROSS** amount of all income, (e.g. building society interest), received by children who are wholly or mainly dependent on them, excluding only sums from part-time employment (including vacation jobs) and sums received as scholarships or student awards.

CHANGE OF CIRCUMSTANCES

16. The Bursar may assess eligibility for a bursary or fees assistance and provisionally determine the parental contribution to fees on the basis of an estimate of income in the current financial year (i.e. 2023-2024) where relevant income will be so much less in that year than in 2022-2023 that financial hardship would otherwise result. In such circumstances, parents should furnish full details and an estimate of the lower income expected in 2023-2024 & explain in Part 4 (eg. Loss of employment or reduced earnings/salary). A current year assessment will be provisional and will be subject to confirmation and adjustment on the basis of actual income in 2023-2024 as soon as the relevant information is available.
When an unforeseen change in family circumstances occurs after the submission of Form 2, e.g. if a parent falls ill for a long period or is made redundant, parents should advise the Bursar as soon as possible if it appears that a current year assessment may be appropriate.

Once a current year assessment has been granted, all subsequent assessments of relevant income must be calculated on the same basis.

STATEMENT OF MONTHLY INCOMINGS AND OUTGOINGS

17. Parents must complete **the statement of monthly receipts and payments** on page 5.
Where parental income is not received on a regular monthly basis, for example, self-employed parents receiving quarterly dividends from a trading company or parents employed on a contract basis, please include an amount approximating $\frac{1}{12}$ of the annual receipts.

DECLARATION OF CAPITAL ASSETS

18. The means testing assessment takes into account both the income and the assets of the parents. A percentage of your Net Capital Worth will be added to your income. The purpose of this adjustment is to take account of opportunities to release capital which have not already been taken. Parents must include all capital whether in the UK or overseas.