CHANNING

NOTES FOR GUIDANCE FOR COMPLETION OF BURSARY APPLICATION

Before completing the form, please read these notes carefully, and contact bursarysupport@channing.co.uk, if further information or advice is required. These notes refer to the corresponding section on the portal.

The school reserves the right to seek any other documentary evidence in support of the figures submitted, and to make any enquiries which it deems necessary. All financial values should be shown in Sterling. References to HM Revenue & Customs. (HMRC) include the relevant national Taxation Authority.

HOUSEHOLD/PARENTAL INFORMATION

Parents 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 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 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 school, both mother and father will require to complete an application.

DEPENDANT CHILDREN

Please enter details for the child for whom you are now applying at his current school rate.

• The figures to be inserted here refer to the current academic year.

• Members of 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.

• 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, 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.

• 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.

• 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.

• Please add further details for each additional child as relevant.

INCOME

• PAYE - 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.

• 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, losses, and stock relief). Copies of the latest set of accounts should be uploaded as requested.

• 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 of tax.

• All social security benefits received should be declared and type of benefit specified.

• Court Orders, Legal Separation Agreements and Voluntary Arrangements for School 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 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 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.

• Include free benefits in kind agreed by HMRC as not subject to tax, e.g., representative occupation of house, free meals.

• 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.

OUTGOINGS

• Enter annual pension or superannuation contribution or (if applicable) payments to other Pension Schemes.

• Include bank overdraft and other loan charges incurred during the year (specifying the purpose of the loan).

PARENTS'/APPLICANTS CAPITAL ASSETS

In addition to taking account of all relevant sources of income, the school takes account of the following assets:

• 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.

• The current market value of your principal residence. The current market value should be estimated e.g., using Zoopla where a current formal valuation is unavailable.

• The value of any other assets, e.g., car/s, house contents, jewellery, antiques – please specify

• 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.

• In the case of second homes and/or other properties, these should also be included at their estimated current market value (e.g., Zoopla); no allowance will be made for any outstanding mortgage.

PARENTS'/APPLICANTS CAPITAL LIABILITIES

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

SUPPORTING

INFORMATION OTHER

DEPENDANTS

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 any details which may affect the assessment of a grant, e.g., a significant change in income or outgoings for the coming year.

DECLARATION

The information that you provide on this form will only be processed for the purpose for which it has been given and may be shared with our third-party consultants for this purpose. It will not be used for additional reasons without your consent. All personal data is collected and processed in compliance with the principles of the General Data Protection Regulation [GDPR] and you have certain rights in respect of your information which can be seen in the Privacy Statement on the school website.