

CONFIDENTIAL



The Dixie Grammar School

Nursery • Junior • Senior

Confidential Statement of Financial Circumstances in support of an application for a Governor VAT Bursary Award (FORM VMS 002)

Please read the Notes for Guidance (Form VMS 003) before completing this questionnaire

1. CHILD		
A	Full Name	
B	Date of Birth	
C	Which school will your child be joining: Dixie Grammar School or its Junior School	
D	Term / Year of Entry	

2. PARENT CONTACT DETAILS			
		Father / Step Father	Mother / Step Mother
A	Names		
B	Title		
C	Address		
D	Post Code		
E	Day time Telephone		
F	Evening Telephone		
G	Mobile		
H	Fax		
I	E Mail Address		

3. PARENTS' OCCUPATIONS			
		Father / Step Father	Mother / Step Mother
A	Occupation		
B	Employed - complete employer's address and Telephone 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		

4. INCOME			
Please enter below your current earnings and expected income from all sources for this tax year			
		Father / Step Father	Mother / Step Mother
A	Gross Salary and other emoluments (including all taxable benefits & expenses)	per year	per year
B	Taxable profits of trade or profession for last two accounting periods	a. b.	a. b.
C	Gross pension, widow's pension, State pension etc	per year	per year
D	Gross investment income from:		
	• Building Societies /Banks	per year	per year
	• Dividends and interest (other securities)	per year	per year
E	Gross rental profit	per year	per year

		Father / Step Father	Mother / Step Mother
F	Child Benefit	per year	per year
G	Child Tax Credit	per year	per year
H	Working Tax Credit	per year	per year
I	Income Support	per year	per year
J	Disability Allowance	per year	per year
K	Other Benefits Received	per year	per year
L	Separation or Maintenance Allowance	per year	per year
M	Is there a Court Order / Separation Agreement? If yes, please state annual amount payable for school fees.	Yes / No	Yes / No
N	Benefits in Kind provided free by reason of employment not already included in (A) above	per year	per year
O	Any other income or gains received into the family/household not included in (A) to (N) above e.g. <i>trust or estate income, gains on sale of capital assets, rental properties, surrenders of life assurance policies etc</i>	per year	per year

5. DEDUCTIONS FROM EARNINGS

		Father / Step Father	Mother / Step Mother
A	Tax payable on Incomes declared above (<i>including tax deducted at source</i>)	per year	per year
B	National Insurance Contributions	per year	per year
C	Pension Contributions	per year	per year
D	Other Deductions (please specify)	per year	per year

6. ASSETS & INVESTMENTS			
		Father / Step Father	Mother / Step Mother
A	Approximate market value of all investments:		
	<ul style="list-style-type: none"> • Building Society/Savings Accounts/National Savings accounts 		
	<ul style="list-style-type: none"> • Equity investments, (shares, unit trusts, corporate bonds and other securities) and Government stocks 		
	<ul style="list-style-type: none"> • Premium Bonds 		
	<ul style="list-style-type: none"> • PEPs, ISAs, etc 		
	<ul style="list-style-type: none"> • Life assurance bonds and policies including endowments 		
	<ul style="list-style-type: none"> • Current Accounts 		
	<ul style="list-style-type: none"> • Cash 		
B	Investment property owned (e.g. buy to let properties)		
C	Cars (list make, model, registration number and current value)		
D	Approximate market value of other possessions including house contents, collections, paintings, jewellery etc		
E	Approximate market value of any other assets. Please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years		
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		

		Father / Step Father	Mother / Step Mother
H	Redundancy or other termination payments due		
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		

7. UTILISATION OF ASSETS

If you have declared assets above (investments, property owned, savings etc.) please explain why these cannot be converted or utilised to pay school fees.

8. RESIDENTIAL PROPERTY DETAILS

		Father / Step Father	Mother / Step Mother
A	Market Value of Property		
B	Amount outstanding on mortgage		
C	Mortgage Start Date		
D	Final Payment Date		
E	Monthly Payment Amount	per month	per month
F	Capital & Interest or Interest Only		
G	Fixed or Variable Interest Terms		
H	Current Interest Rate		
I	Mortgage Provider		

9. DEBTS & LIABILITIES			
		Father / Step Father	Mother / Step Mother
	<p>Please list any debts or liabilities, e.g. loans, credit card balances etc. and give details of each lender and the amounts owed.</p> <p>For loans, please list the full amount borrowed, current balance, reason for the loan, monthly payment amount, start date and end date.</p>		

10. DEPENDANT CHILDREN (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	Current School or College				
D	Boarding or Day				
		£	£	£	£
E	Annual school or other educational fees (excluding extras and sundry disbursements)	per year	per year	per year	per year
F	Compulsory additional school charges	per year	per year	per year	per year

		1	2	3	4
G	Amount of fees shown in (e) covered by:				
	<ul style="list-style-type: none"> Scholarships, Bursaries or other allowances given by school 	per year	per year	per year	per year
	<ul style="list-style-type: none"> Annual sum arising from capital repayment scheme 	per year	per year	per year	per year
	<ul style="list-style-type: none"> Services/Diplomatic/ Company Education Allowances (gross) (state whether sum has been included in gross salary at 4 (a)) 	per year	per year	per year	per year
	<ul style="list-style-type: none"> Annual sum arising from Educational Insurance Policies 	per year	per year	per year	per year
	<ul style="list-style-type: none"> Assistance from any other sources e.g. Grandparents, trusts, charities, etc. (please specify) 	per year	per year	per year	per year
H	Annual income of child (if any)	per year	per year	per year	per year
	Capital Value of Trust (if any)				
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.					

11. OTHER DEPENDANTS
(Please give details)

12. HOME VISIT

The school 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 school's representative.

Yes / No

Delete as appropriate.

13. 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 or foundations for a grant, and if so to which and with what result.

14. ANY ADDITIONAL INFORMATION (continue on separate sheet if required)

To ensure that the available funds can be distributed as widely as possible and to those who need it most, please state the minimum level of support needed, for how long this support is needed, and why you might have been impacted more than others.

15. DECLARATION

After having read the guidance notes (Form VMS 003), 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 VAT Bursary for our/my child and accept a place for him/her at the school, the following terms and conditions will apply as between ourselves/myself and the School:-

- a) our/my child's fees account with the School will be credited termly with the amount of the VAT Bursary for so long as the award remains in effect;
- b) any award of a VAT Bursary 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 School 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 VAT Bursary may be withdrawn or reduced if:
 - i) we/I act or our/my child acts in breach of the School's Terms and Conditions;
 - 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 School 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 more than 28 days in arrears in respect of any amount due and owing to the School;
 - vi) there is a material change in our/my financial circumstances;
 - vii) the School's resources are insufficient to maintain the level of award.
- e) the VAT Bursary will be withdrawn and the value of any amount of the VAT Bursary previously credited against our/my child's fee account will become repayable to the School forthwith if we/I have fraudulently, knowingly or recklessly provided false information in relation to the award of the Grant.

Signatures:

Parent/Guardian Date

Parent/Guardian Date

Each person with parental responsibility for the child is required to sign this form and the school 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.

Once you have completed and signed your form, please return it together with all of the supporting documentation requested in the Notes for Guidance on page 10 to: Mr Michael Frost, Bursar, Dixie Grammar School, Market Bosworth, Leicestershire, CV13 0LE. *Please note that your application will not be processed unless all documents requested have been received.*

Governor Bursary Award

Documentary Evidence Required

When sending in your application form, please include copies of the documents listed below. Note that some of these may not be relevant to your situation – please check with the Bursar Consultant or the Finance Manager if you are unsure of what you should be sending in with your application form.

Most recent set of audited accounts, to include balance sheet (if self-employed)

Payslips – 12 months and latest P60 & P11D to show full year's earnings

Latest mortgage statement, showing value of mortgage outstanding, period remaining, and payment history over the 12 months or rental agreement if you are living in rented accommodation. Also your current Council tax bill

Current account bank statements – last 12 months

Other bank statements – last 12 months e.g. deposit accounts, ISA etc

Copies of dividend vouchers, bank interest certificates

Investment Portfolio Valuation

Tax credit award letter for the current year

Property Valuation

Contents Insurance Policy

Loans – latest annual statement or loan agreement form if a statement has not been received

Debts (e.g. credit cards) – details, with copies of statements covering the last 3 month period

A copy of your self-assessment tax calculation for the previous year.

Confirmation of Schedule D self-employment income from an independent accountant

Your own listing of all monthly income, along with £ values – mainly earnings, but may include income from other sources (please use estimates where necessary)

Your own listing of ALL monthly expenditure, along with £ values, to include council tax, gas, electricity, water, insurances, food, other shopping, petrol, car expenses, television/satellite, broadband, outings, entertainment (please use estimates where necessary).

In addition to the above, 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.

Please note that your application will not be processed unless all documents requested have been received.

Please ensure that you clearly identify any original documents that you require to be returned.

Confidentiality

The School respects the confidentiality of Bursary Awards made to families and recipients are expected to do likewise.