



Bursary Award Application Form

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

Bursaries are awarded on the understanding that the child remains at St Michael's School until secondary school age.

1. All Bursary awards are means tested annually.
2. An application must be completed for each child and for every year you hope to receive a Bursary award for that child.
3. **The Bursar must receive the completed form, accompanied by your Tax Assessment(s) for the relevant year, by the end of Lent Term.** However, families that encounter an unexpected financial setback can be considered at any time.
4. The application is based on household income. Where applicable, both parents must complete all parts of the form. If separated parents both have responsibility for the school fees, they may submit individual application forms but please clarify the proportion of fees for which you are responsible.
5. Please complete all sections under Financial Details and use 'None' or 'Not applicable' rather than leave a section blank.
6. We can only consider applications that are accompanied with a copy of your Tax Assessment(s). Owners / part owners in a business will be required to include a copy of their accounts for the same year.
7. If your personal or financial circumstances change at any time during the application process or the academic year, you must notify us within 28 days.
8. Please refer to the checklist at the back of this application to ensure your application is complete.

Failure to disclose any material facts could result in withdrawal of the funding and a demand for payment of the full fees.

Declaration and Data Protection

I/We understand that if we are offered a Bursary for our child and accept a place for them at the school, the following terms and conditions will apply between ourselves and the School:-

- To complete a new application form each year to provide updated financial information and supply all relevant supporting evidence by the return date indicated;
- To inform the Bursar within 28 days of any change in our financial or personal circumstances and failure to disclose this relevant information could result in the withdrawal of the Bursary and repayment of fees paid by it.

The information you provide will be processed in accordance with the Data Protection (Jersey) Law 2018 for the purposes of administering a bursary and determining eligibility for an award. No information will be passed to any third parties without your prior consent.

Parent 1 _____ Date _____

Parent 2 _____ Date _____



1. Parent Details

	Parent 1	Parent 2
Names		
Title		
Address		
Telephone (daytime)		
Mobile		
Email Address		
Status (Single, married or civil partner, in a relationship, separated or divorced from other parent)		
Who is responsible for paying the school fees? Please specify percentage portion if responsibility is shared		

2. Pupil Details

Surname		First Names	
Date of Birth		Place of Birth	
Term/Year of Entry		Current School	

3. Other dependent children

Child 2		Child 3	
Name		Name	
Date of Birth		Place of Birth	
School / University		School / University	
Child 4		Child 5	
Name		Name	
Date of Birth		Place of Birth	
School / University		School / University	



4. Financial Details - Income

Please give totals for the calendar year ending 31st December 2022. Please state 'None' if applicable. All figures should be gross. The income declared on this form will be verified against your Tax Assessment, a copy of which is required with this completed form.

Source of funds	Parent 1	Parent 2
Salary or wages - including overtime, bonus, commission, benefits in kind		
Additional part-time work		
Taxable profit from a business, trade or profession (average of past three years)		
Interest from stocks, bank accounts, trusts, mortgages or investments of any kind		
Property income		
Rental from paying guests, lodgers or members of the household		
States benefits (please specify)		
Pension or annuity (state source from which received) and whether paid gross or net of tax		
Maintenance received		
Any other income		
TOTALS		

5. Assets - Property

	Parent 1	Parent 2
Address of property		
Description (flat, house, no. of bedrooms)		
Value (gross)		
Outstanding mortgage		
Joint owner/s		
Other property and value		



6. Assets - Other (please state if jointly owned)

	Parent 1	Parent 2
Bank balances, building society or Post Office		
Market value investments		
Company ownership		
Other assets (please specify)		

7. Outgoings

	Parent 1	Parent 2
Mortgage / Rent		
Utility Bills (e.g. electricity, oil, gas)		
Private Pension Contributions		
Private health Insurance		
Loan Repayments		
Holidays (per year)		
Animal/pet expenses		
Hobbies (including gym and other memberships)		
Childcare or Nursery fees		
School fees (total) and school trips		
Higher education tuition fees or maintenance		
Other regular expenses		
Total needed		