

## BURSARY & DISCOUNTS POLICY

### PRINCIPLES

This policy is underpinned by the school Mission Statement

**“As a Gospel centred community, we shall try to build a loving environment where pupils will be enabled to grow in the knowledge and love of God and of each other; where each individual will be equally valued; and where all may flourish, developing their own talents and valuing the unique gifts of those around them.”**

(Mission Statement)

### Statement of intent

In keeping with The Mission Statement the bursary policy seeks to make clear that we value the contributions of all children regardless of family income. Although, by keeping the fees as low as possible, many more children are able to benefit from the education offered by The Towers than might otherwise be the case, The Governors recognise that the fees will still be prohibitive to some parents. In order to widen access further The Towers offers awards which are all means tested so that the same criteria are applicable to all children.

### Procedures

The level of awards is dependent on parental income and the decision to award is in accordance with the advice given by the Independent Schools Bursars' Association.

[Awards range from 5% to 100% of tuition fees.] Thus all awards apart from honorary ones (which carry no financial reward) are technically bursaries and parents must complete a declaration of their income, assets and expenditure supported by appropriate documentation. (Confidential Statement of Financial Circumstances - this form should be returned to the Bursar.)

Planned bursaries are awarded at the point of entry from Year 7 upwards although exceptions can be made for Junior entrants on an individual basis. The application forms for a planned bursary must be completed prior to the entrance examinations in February. The child sits the Entrance Examinations and, based on the results and any other information provided, a place may be offered and a possible award made. These awards may be based on academic / sporting / musical / artistic ability or a combination of all or none of these. If a child is unhappy at its current school then The Towers may offer the type of refuge needed and this too might be the basis of a bursary.

Bursaries due to a change of financial circumstances may be considered at any stage in the child's education but very little money is available to help parents of children other than those in Years 10 and 11 who have already embarked on the GCSE courses. In these cases The Towers would do everything in its power to enable the child to complete her education.

Once a change of circumstances application is received the Bursar (and often the Head) will meet with the parents or guardians to ensure that the information declared has been correctly interpreted and to listen to any other supporting information. The Bursar will then advise the Governors whether or not an award is possible and on the level of the award.

Bursaries are funded through fee income, charitable donations from The Sisters of The Blessed Sacrament and through deposits not reclaimed when a Year 11 girl completes her education at The Towers.

### Considerations in the Assessment Process.

Updated 5/10/ 2009

- Family circumstances. The need to care for other dependants or incapacity that prevents one or both parents from working will be taken into account. However, where there are two parents we would expect both to be employed and a family's ability to improve its earning power will be considered.
- Costs associated with other dependants. The ability to pay the fees of other schools / pay for extra-curricular activities / pay for ski trips etc will all be considered.
- In cases of separation, the contribution made by the non-resident parent.
- Contributions to schools fees or household costs by other family members or other sources.
- The level of fees for the child paid previously to other independent schools.
- Expenditure on frequent holidays, luxury car and home improvements.
- Significant savings and investments that could be used for the payment of school fees.

All awards are reviewed at least annually and are dependent on proof of income and the support of the staff that the child is making good use of the education provided.

### **Additional Discounts**

The Towers currently offers two non-means tested discounts. However, both of these are currently under review.

**A Sibling discount** which has been reduced from 8% to 4% for the first sibling and 10% to 5% for the second and subsequent siblings.

A Staff parent discount of 50% for the first child only and a grandparent or other relative discount of 25% for the first child only. The reasoning behind this is that staff who do not have to drop off / collect children at other schools are able to commit more time and devote more energy to The Towers.

### **Bursaries as a percentage of our total fee income**

Currently we offer 6% and we hope to increase this to 8% by 2011 and 10% by 2012.

***Agreed by Governors October 2009. To be reviewed October 2010.***



**CONFIDENTIAL**

To: The Bursar  
Towers Convent School  
Henfield Road  
Upper Beeding  
West Sussex  
BN44 3TF

**Confidential Statement of Financial Circumstances  
in support of an application for a Grant**

*Please read the Notes for Guidance on pages 6 and 7 before completing this questionnaire*

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

**FOR SCHOOL  
USE ONLY**

**1. CHILD**

- (a) Full Names .....
- (b) Date of Birth .....
- (c) Term/Year of Entry (if not yet enrolled) .....

**2. PARENTS** (See Note 2)

- |  | <i>Father/Step-father</i> | <i>Mother/Step-mother</i> |
|--|---------------------------|---------------------------|
| (a) Names  | .....                     | .....                     |
| (b) Style or Title   | .....                     | .....                     |
| (c) Address(es)  | .....                     | .....                     |
| (d) Occupation   | .....                     | .....                     |
| (e) Retired – Employed – Self Employed – Unemployed (circle which applies)   |                           |                           |
| (f) Name & address of Employer or Business   | .....                     | .....                     |
|  | .....                     | .....                     |
| (g) Are you a Director or Proprietor of this Company or Business?<br>If "YES" state proportion of Company or Business you and/or your spouse/partner own | YES/NO                    | YES/NO                    |
|  | .....                     | .....                     |
| (h) Daytime Tel No   | .....                     | .....                     |

Evening Tel No .....  
 Mobile Tel No .....  
 Fax No .....  
 E-mail address .....

**3. INCOME** (See Note 3)

*(Please enter below your current earnings and expected income from all sources for this tax year)*

	<i><b>Father £</b></i>	<i><b>Mother £</b></i>
(a) Gross Salary and other similar earnings (including all taxable benefits & emoluments)	.....	.....
	<i><b>Father £</b></i>	<i><b>Mother £</b></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	.....	.....
(f) Social Security benefits (including Child Allowance)	.....	.....
(g) Separation or Maintenance Allowance	.....	.....
(h) Is there a Court Order/Separation Agreement? If yes, please state annual amount payable for school fees.	YES/NO	YES/NO
	.....	.....
(i) Benefits in Kind provided free by reason of employment	.....	.....
(j) Any other income not included in (a) to (i) above	.....	.....

**FOR SCHOOL  
USE ONLY**

**4. OUTGOINGS** (See Note 4)

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

**5. CAPITAL ASSETS** (See Note 5)

(a) Approximate market value of all investments		
i) Building Society/Bank deposits	.....	.....

ii) Equity investments, Government stocks	.....	.....
iii) PEPs, ISAs, TESSAs	.....	.....
(b) Approximate market value of principal residence ( <i>freehold or leasehold</i> )	.....	.....
(c) Approximate market value of other possessions including house contents, car, etc	.....	.....
(d) Cash at banks or elsewhere ( <i>current accounts only</i> )	.....	.....
(e) Approximate market value of any other assets ( <i>please specify and include the market value of any Insurance Policies maturing in this tax year or the last five years</i> )	.....	.....
	<b>Father £</b>	<b>Mother £</b>
(f) Net worth/value of any businesses which you own or share	.....	.....
(g) Approximate market value of any other properties owned either at home or abroad	.....	.....
(h) Redundancy, employment separation or lump sum payments	.....	.....

**FOR SCHOOL USE ONLY**

**6. CAPITAL LIABILITIES** (See Note 6)

*(Please give details of any capital charges against the assets declared in Section 5)*

(a) Mortgage - amount outstanding on house	.....	.....
- final payment date	.....	.....
(b) Other liabilities ( <i>please specify</i> )	.....	.....

<b>SUB-TOTAL ASSETS (5)</b>	.....	.....
<b>LIABILITIES (6)</b>	.....	.....
<b>NET ASSETS (5-6)</b>	.....	.....

***You should indicate if there are any reasons why net assets cannot be converted or utilised to pay school fees or to fund fees.***

**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	.....	.....	.....	.....
(b) Date of Birth	.....	.....	.....	.....
(c) School or College	.....	.....	.....	.....
(d) Boarding or Day	.....	.....	.....	.....
	£	£	£	£
(e) Annual school or other educational fees ( <i>excluding extras and sundry disbursements</i> )	.....	.....	.....	.....
(f) Compulsory additional school charges	.....	.....	.....	.....

- (g) Amount of fees shown in (e) covered by: .....
- i) Government Assisted Places Scheme, Scholarships, Bursaries or allowances given by school .....
- ii) Annual sum arising from capital repayment scheme .....
- iii) Services/Diplomatic/Company Education Allowances (gross) *(state whether sum has been included in gross salary at 3 (a))* .....
- iv) Annual sum arising from Educational Insurance Policies .....
- v) Assistance from any other sources eg Grandparents, trusts, charities, etc *(please specify)* .....
- (h) i) Annual income of child *(if any)* .....
- ii) Capital Value of Trust .....

**FOR SCHOOL  
USE ONLY**

**8. OTHER DEPENDENTS** (See Note 8) *(Please give details)*

**9. ANY OTHER RELEVANT INFORMATION** (See Note 9)  
*(Continue on final page if necessary)*

**10. VERIFICATION OF INCOME**

Please enclose documentary evidence in support of the income figures in Section 3.  
Please tick those you are enclosing:

P60 ..... Copy of HMRC tax calculation issued under .....  
Self Assessment

March Pay Advice ..... Confirmation of Schedule D self employment .....  
income from an independent accountant  
Report & Accounts (including Balance Sheet) for the years .....  
Others (*please specify*) .....

**VERIFICATION OF ASSETS**

Please enclose documentary evidence of capital assets and tick those you are enclosing:

Property Valuation ..... Investment Portfolio Valuation .....  
Mortgage Statement ..... Contents Insurance .....

**11. 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 and accurate 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, 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 Grant for so long as the award remains in effect;
- b) any award of a Grant 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 Grant may be withdrawn or reduced if:
  - i) we/I act or our/my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our/my child at the school;
  - 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 Grant will be withdrawn and the value of any amount of the Grant 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: (See Guidance Note 2)

Parent/Guardian\*

..... Date .....

Parent/Guardian\*

.....

Date

.....

**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.

## NOTES FOR GUIDANCE FOR COMPLETION OF GRANT APPLICATION FORM

Before completing the form, please read these notes carefully, and contact the Bursar if further information or advice 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 Her Majesty's Customs & Excise (HMRC) 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 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 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, 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.
- b) 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 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 Separation 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, 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.
- i) Include free benefits in kind agreed by HMRC as not subject to tax, eg representative occupation of house, free meals.
- j) 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.

#### 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 a full Endowment Policy.
- f) Include bank overdraft and other loan charges incurred during the year (specifying 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 taker or building society.  
Investments 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 parents where a current valuation is unavailable.
- f) 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.
- 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 child for whom you are now applying at his/her current school rate. Enter in other columns any other of your children who are unmarried and at a school, university or other educational institution which attracts a county grant.

- e) The figures to be inserted here refer to the current academic year.
- g) (iii) 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
  - (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, 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.
  - (v) 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.
- 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 DEPENDENTS**

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.

#### 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 coming year.

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