



# CONFIDENTIAL

S. ANSELM'S SCHOOL

Confidential Statement of Financial Circumstances  
in support of an application for an Assisted Place

(or as part of the annual review of a previously awarded Assisted Place)

1. CHILD		
a	Full Names	
b	Date of Birth	
c	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 Tel		
f	Evening Tel		
g	Mobile		
h	E Mail Address		

3. PARENTS' OCCUPATIONS			
a	Employed <i>(state employers' address and phone number)</i>		
b	Self employed <i>(state type of business)</i>		
	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		
c	Unemployed		
d	Retired		

<b>4. INCOME</b>			
<i>(Please enter below your current earnings and expected income from all sources for this tax year)</i>			
		Father/Step Father	Mother/Step Mother
a	Gross Salary and other emoluments (including all taxable benefits & expenses)		
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		
d	Gross investment income from:		
	• Building Societies /Banks		
	• Dividends		
e	Gross rental profit		
f	Social Security benefits (including Child Benefit and Child Tax Credits)		
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 not already included in (a) above		
j	Any other income or gains not included in (a) to (i) above e.g. : trust or estate income, gains on sale of capital assets, surrenders of life assurance policies etc		
k	Please send a copy of your self assessment tax calculation for the previous year.		

5. OUTGOINGS			
a	Tax payable on Incomes declared above ( <i>including tax deducted at source</i> )		
b	National Insurance Contributions		
c	Pension or superannuation contributions (net)		
d	Mortgage repayments ( <i>include capital repayment as well as interest</i> )		
e	Endowment mortgage insurance		
f	Any other interest payable e.g. overdrafts, credit cards, loans, etc ( <i>please specify</i> )		
g	Annual landlord rent payable on principal residence		

6. CAPITAL ASSETS			
		Father/Step Father	Mother/Step Mother
a	Approximate market value of all investments		
	<ul style="list-style-type: none"> <li>• Building Society/Bank deposits/National Savings accounts</li> </ul>		
	<ul style="list-style-type: none"> <li>• Equity investments, (shares, unit trusts, investment trusts and other securities) and Government stocks</li> </ul>		
	<ul style="list-style-type: none"> <li>• PEPs, ISAs, TESSAs , TOISAs</li> </ul>		
	<ul style="list-style-type: none"> <li>• Life assurance bonds and policies including endowments</li> </ul>		
b	Approximate market value of principal residence ( <i>freehold or leasehold</i> )		
c	Approximate market value of other possessions including house contents, car, collections, paintings, jewellery 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> )		
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		
h	Redundancy or other termination payments.		
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		

<b>7. CAPITAL LIABILITIES</b>			
		Father/Step Father	Mother/Step Mother
<i>(Please give details of any capital charges against the assets declared in Section 6)</i>			
a	Mortgage Details		
	<ul style="list-style-type: none"> <li>amount outstanding on house</li> <li>a final payment date</li> </ul>		
b	Other liabilities <i>(please specify)</i>		

<b>8. NET ASSETTS</b>			
	TOTAL ASSETS (6)		
	LIABILITIES (7)		
	NET ASSETS (6-7)		
<i>Please explain any reasons why net assets cannot be converted or utilised to pay school fees.</i>			

<b>9. DEPENDENT CHILDREN</b> <i>(Include the child to whom this application refers: if more than 4 children, give details on a separate sheet)</i>					
		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:				
	<ul style="list-style-type: none"> <li>Scholarships, Bursaries or other allowances given by school</li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from capital repayment scheme</li> </ul>				
	<ul style="list-style-type: none"> <li>Services/Diplomatic/Company Education Allowances (gross) (<i>state whether sum has been included in gross salary at 3 (a)</i>)</li> </ul>				
	<ul style="list-style-type: none"> <li>Annual sum arising from Educational Insurance Policies</li> </ul>				
	<ul style="list-style-type: none"> <li>Assistance from any other sources eg Grandparents, trusts, charities, etc (<i>please specify</i>)</li> </ul>				
h	<ul style="list-style-type: none"> <li>Annual income of child (<i>if any</i>)</li> </ul>				
	<ul style="list-style-type: none"> <li>Capital Value of Trust</li> </ul>				
<p><i>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.</i></p>					

<b>10. OTHER DEPENDENTS</b> ( <i>Please give details</i> )	

**11. VERIFICATION OF INCOME**

Please enclose documentary evidence in support of the income figures in Section 4.

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 ( <i>please specify</i> )			

**12. 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	£

**13. Home Visit**

	The School may wish to visit you at your home address to discuss your application for support. Please indicate if you are happy to receive a visit from the school's representative.		Yes/No Delete as appropriate	
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## 14. 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 .....